

MASS. PS20.2:5+94/990

UMASS/AMHERST



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# STUDENT RULES & REGULATIONS FOR POLICE ACADEMIES

550 CMR 3.00



**MASSACHUSETTS CRIMINAL JUSTICE TRAINING COUNCIL**

**REV. 8/1/90**

**INCLUDES FORMS & APPENDICES**

921/23



## Letter of Promulgation

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August 1, 1991

1. Knowledge of, and compliance with these Rules and Regulations is integral to the completion of the enrollment process for, and attendance of, police academies operated and/or pursuant to Massachusetts General Laws (MGL) Chapter 6, Section 118. All student officers shall read and acknowledge their understanding of, and willingness to comply with, these Rules and Regulations in order to properly complete the enrollment process for the academy session. These Rules and Regulations have been promulgated by the Council under authority of the above referenced statute for the information, guidance and compliance of all student officers attending Council-operated and/or approved police academies.
2. Student officers are required to comply with these Rules and Regulations as soon as they have enrolled. While a reasonable amount of time is allowed to digest thoroughly these Rules and Regulations, this in no way excuses a student officer from compliance with whatever Rules and Regulations are in effect at any time he is enrolled in an academy session.
3. Organizational policy is subjected to change by the promulgating authority. It is the responsibility of the student officer to ensure that his copy of these Rules and Regulations is kept current. The student officer's copy of these Rules and Regulations is subject to inspection by the Academy Director and Staff Instructors.
4. In any interpretation of these Rules and Regulations, the spirit intended shall be the governing consideration. Traditions, past practices and previous customs will not be accepted in defense of any violations of these Rules and Regulations.
5. As used in these Rules and Regulations, male pronouns apply equally to females unless dictated otherwise by context.
6. These Rules and Regulations are effective August 1, 1990, having been approved by a vote of the Massachusetts Criminal Justice Training Council and having received the approval of the Governor as required pursuant to MGL Chapter 6, Section 118, and having been validated in law as 550 Code of Massachusetts Regulations (CMR) 3.00, pursuant to MGL Chapter 30A.
7. These Rules and Regulations supersede previous publications thereof.





# The Commonwealth of Massachusetts

Office of the Secretary of State

## Regulation Filing

To be completed by filing agency

CHAPTER NUMBER: 550 CMR 3.00

CHAPTER TITLE: POLICE ACADEMIES - STUDENTS

AGENCY: CRIMINAL JUSTICE TRAINING COUNCIL

### SUMMARY OF REGULATION

*State the general requirements and purposes of this regulation:*

These rules and regulations are intended to ensure, as nearly as practical and possible, uniformity of standards in the areas of academic achievement, discipline and administration in the training of entry-level police officers employed by agencies subject to the provisions of MGL Chapter 41, Section 96B.

REGULATORY AUTHORITY: MGL Chapter 6, Section 118

AGENCY CONTACT: Brian J. Daley PHONE: (617) 727-7827

ADDRESS: 1155 Central Avenue, Needham, MA 02192-1701

### Compliance with M.G.L. C.30A, and Promulgation and Attestation

#### EMERGENCY ADOPTION

*If this regulation is adopted as an emergency regulation, state the nature of the emergency:*

-NOT APPLICABLE

#### PRIOR NOTIFICATION AND/OR APPROVAL

*If prior notification to and/or approval of the Governor, legislature or others was required, list each notification, approval and date, including notice to the local Government Advisory Commission:*

Local Government Advisory Commission	Notification	6/22/90
Criminal Justice Training Council	Approval	7/24/90
Governor	Approval	7/31/90



## PUBLIC REVIEW

Was notice of the hearing or comment period filed with the Secretary of State, published in appropriate newspapers and sent to persons to whom specific notice must be given at least 21 days prior to such hearing or comment period?

Yes ☒ Date of public hearing or comment period: 6/8-29/90

## FISCAL EFFECT

Estimate the fiscal effect on the public and private sectors:

For the first and second years: \_\_\_\_\_

For the first five years: \_\_\_\_\_

No fiscal effect: ☒

## CODE OF MASSACHUSETTS REGULATIONS INDEX

List key subject entries that are relevant to this regulation: Police Academies; Police Training

## PROMULGATION

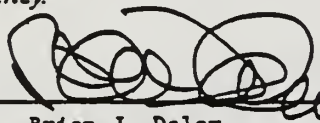
State the action taken by this regulation and its effect on existing provisions of the Code of Massachusetts Regulations (CMR) to repeal, replace or amend. List by CMR number:

Repeal 550 CMR 3.00 and replace with 550 CMR 3.00.

## ATTESTATION

The regulation described herein and attached hereto is a true copy of the regulation adopted by this agency.

ATTEST:

  
Signature Brian J. Daley  
Assistant Director of Training

Date: July 31, 1990

## Publication

To be completed by the Regulations Division

MASSACHUSETTS REGISTER NUMBER: 642

DATE: 8/31/90

EFFECTIVE DATE: 8/31/90

## CODE OF MASSACHUSETTS REGULATIONS

Remove these pages:

Volume 18 - 550 CMR  
1 - 12

Insert these pages:

1 - 42


A TRUE COPY ATTEST	
	
MICHAEL JOSEPH CONNOLLY SECRETARY OF STATE	
DATE _____	CLERK _____

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## 550 CMR 3.00: POLICE ACADEMIES - STUDENTS

## Section

- 3.01: Authority to Promulgate
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- 3.10: Discipline

3.01: Authority to Promulgate

(1) Purpose of Regulations - In order to carry out the directions of M.G.L. c. 41, s. 96B, the Criminal Justice Training Council promulgates these rules and regulations in accordance with the provisions of M.G.L. c. 30A. These rules and regulations are intended to ensure, as nearly as is practical and possible, uniformity of standards in the areas of academic achievement, discipline and administration in the training of entry-level police officers employed by agencies subject to the provisions of M.G.L. c. 41, s. 96B.

(2) Authority - M.G.L. c. 6, s. 118 states that: "Said [Criminal Justice Training] council shall approve or disapprove municipal police training schools and shall make rules and regulations subject to the approval of the governor and council, for such schools, relating to courses of study, attendance requirements, equipment and facilities, and qualifications of instructors."

(3) Scope and Effect - No police training school approved by the Council shall conduct training of entry-level police officers for certification by said Council unless said training is administered in accordance with these rules and regulations.

3.02: Enrollment

(1) Authority - M.G.L. c. 41, s. 96B, requires that every person who receives an appointment to a position on a permanent full-time basis in which he will exercise police powers . . . shall prior to exercising police powers, be assigned to and satisfactorily complete a prescribed course of study at a regional or municipal police training school approved by the Massachusetts criminal justice training council. The unauthorized exercise of police powers by a student officer shall be punishable by dismissal with prejudice from the police training school, consistent with 550 CMR 3.06(3)(f)3. (Class I Offense)

(2) Reserve or Intermittent Officers - M.G.L. c. 41, s. 96B, does not preclude the enrollment of reserve or intermittent police officers in an entry-level training program for permanent full-time police officers in a police training school.

(3) Sponsorship - No candidate shall be enrolled in a police training school session without the sponsorship of his employing agency. Sponsorship includes the assurance of the employing agency that the student officer will be paid his regular wages and the reasonable expenses incidental to police training school training while attending the police training school session as required by M.G.L. c. 41, s. 96B, and the assumption by the employing agency of necessary medical expenses for injury and/or illness resulting from the training. All issues of civil liability shall be determined in accordance with M.G.L. c. 258.

(4) Documentation - As part of the enrollment process, candidates must submit the following completed original documentation to the Council Prescreening Coordinator with copies (one each) to the Academy and his employing agency personnel file, not later than ten (10) working days prior to Prescreening.

Failure to submit completed documentation by the due date may result in the candidate being denied enrollment to the police training school session requested.

## 3.02: continued

- (a) Application for Enrollment
- (b) Report of Medical Condition
- (c) Attachment to Report of Medical Condition
- (d) Laboratory Results - Blood Chemistry
- (e) Laboratory Results - Complete Blood Count
- (f) Laboratory Results - Urinalysis
- (g) Laboratory Results - Serology
- (h) Laboratory Results - Tuberculosis
- (i) Laboratory Results - Chest X-Ray
- (j) Laboratory Results - Electrocardiogram
- (k) Laboratory Results - Drug Screen
- (l) Statement of Compliance

(5) Work Assignments - Student officers enrolled in police training schools are prohibited from engaging in any overtime or other non-police training school work assignments, whether police-related or otherwise, between the hours of 6:00 PM on Sundays and the end of class on Fridays. When a legal holiday intervenes, the Academy Director may adjust these time limits to the class day preceding the holiday and the holiday itself. (Class II Offense)

(a) The Academy Director may approve work assignments within the above time frames provided that such work assignments do not contravene the provisions of M.G.L. c. 41, s. 96B, which requires successful completion of police training school training prior to exercising police powers.

(b) Such approval as specified in 550 CMR 3.02(5)(a) is conditional upon the student officer's academic standing. Academy Directors may not grant approval for work assignments for any student officer who has received an academic warning notice. An academic warning notice shall have the effect of revoking any prior approval granted under 550 CMR 3.02(5)(a).

(c) Requests by a student officer to perform such work assignments must be made in writing to the Academy Director, through the chief executive officer of the student officer's employing agency, in advance of the anticipated work assignment. The Academy Director will grant or deny the request by written notification to the chief executive officer of the student officer's employing agency. (Class III Offense)

(6) Concurrent Authority - Student officers are subject to the rules and regulations of their employing agency, the Massachusetts Criminal Justice Training Council, and any additional rules and regulations promulgated by the police training school in which they are enrolled.

(7) Academy-Specific Rules and Regulations - An Academy Director, as an agent of the organization operating the police training school, has the authority to establish such additional rules and regulations and/or exceptions to these Rules and Regulations as deemed necessary by the operating agency for the effective and efficient operation of the police training school, provided that such additional Rules and Regulations do not contravene any Rules and Regulations contained herein and are approved, in writing, by the Executive Director of the Criminal Justice Training Council, upon recommendation by the Director of Training of the Council prior to the start of the police training school session.

(8) Exemptions From Statutory Training Requirement - M.G.L. c. 41, s. 96B provides that a person appointed to a position on a permanent full-time basis in which he will exercise police powers may be exempted, in whole or in part, from the provisions of that Section upon petition to the Council by the Appointing Authority.

(a) Temporary Exemption - A Temporary Exemption may be granted for a person for a period not to exceed ninety (90) days, or until the start date of the next available police training school session, whichever occurs sooner, as a result of a documented public safety emergency or other exigent circumstance. To qualify for such an exemption, the Appointing Authority shall provide documentation of the officer's: current certification in First Aid and Cardiopulmonary Resuscitation (CPR), pursuant to M.G.L. c. 111, s. 201; current qualification in the use of firearms, as certified by a Council-certified Firearms Instructor; and successful completion of the training requirement for persons appointed as reserve or intermittent police officers.



## 3.02: continued

(b) Permanent Exemption - A Permanent Exemption may be granted for a person who has successfully completed the same or an equivalent training program. To qualify for such an exemption, the Appointing Authority shall provide documentation of the person's: successful completion of the same or equivalent training program, and the program curriculum; and the Temporary Exemption qualification requirements contained in 550 CMR 3.02(8)(a). Additionally, the person must successfully complete a course of instruction, approved by the Council, on Powers and Duties of a Police Officer (M.G.L. c. 41, s. 98).

(c) Petition - Appointing Authorities shall forward letters of request and applicable documentation to the Director of Training of the Massachusetts Criminal Justice Training Council, who shall bring such petitions before the Police Standards Committee of the Council for approval. Appointing Authorities shall be notified, in writing, within thirty (30) days of the decision of the Police Standards Committee.

(9) Former Police Officers Returning to Duty - Officers subject to the provisions of M.G.L. c. 41, s. 96B, who have undergone an interruption in police service, an interruption being defined for purposes of these Rules and Regulations as any duration of time wherein a police officer of any rank does not, nor may be called upon to, report for duty, including, but not limited to, leave-of-absence, resignation, and removal, other than for removal for cause, but exclusive of reduction-in-force and/or disability, shall conform to the following standards. Nothing in this Section shall be construed to except any police officer from the provisions of civil service law:

(a) Interruptions of One (1) Year or Less -

1. Be in compliance with M.G.L. c. 111, s. 201 (First Aid and CPR);
2. Be currently qualified in Firearms by a Council-approved Firearms Instructor; and
3. Successfully complete the Council-approved Legal Update in-service training program.

(b) Interruptions of More Than One (1) Year and Less Than Three (3) Years -

1. Same as 550 CMR 3.02(9)(a)1. and 3.02(9)(a)2.; and
2. Successfully complete an annual in-service training program approved by the Council.

(c) Interruptions of Three (3) or More Years - Successfully complete a Council-approved police training school session subject to agency sponsorship and compliance with medical and physical fitness admission requirements.

(d) Separation Due to Disability - A permanent, full-time police officer who has become separated from his position because of disability and is subsequently determined to be capable of employment pursuant to M.G.L. c. 32, s. 8, and has undergone an interruption in police service of greater than five (5) years, shall be subject to the completion of a retraining program established by the Appointing Authority and approved by the Personnel Administrator of the Department of Personnel Administration (DPA), as a condition of reemployment pursuant to M.G.L. c. 31, s. 39.

3.03: Medical

(1) Authority - The medical condition of each candidate for police training school training must conform to the Medical Guidelines issued by the Criminal Justice Training Council pursuant to M.G.L. c. 6, s. 118, which provides that the Council shall establish rules and regulations related to the requirements for candidates entering police training schools.

(2) Purpose - The Medical Guidelines are designed to ensure that persons appointed to positions as police officers in agencies subject to M.G.L. c. 41, s. 96B are medically fit to undergo the training requirements for such positions consistent with the following parameters and purposes:

- (a) To ensure minimal risk to themselves, their fellow student officers and the public;
- (b) To ensure the selection of persons who may reasonably be expected to be able to perform the training tasks of a student officer during the police training school session; and

## 3.03: continued

(c) To forestall injuries and disability retirements resulting from training related injuries which may reasonably be foreseen as a consequence of admitting medically and/or physically unfit candidates to the training program.

(3) Application - In applying the Medical Guidelines, any condition determined to be in non-compliance will be evaluated in its relation to a bona fide occupational qualification (BFOQ), which requires the validation of a standard or requirement as being job-related. If the condition does not contravene the principle of BFOQ, it shall be disregarded in accordance with M.G.L. c. 151B, s. 4(3), which prohibits discrimination against otherwise qualified physically-challenged persons. This evaluation will be conducted by the Medical Review Board (MRB) of the Massachusetts Criminal Justice Training Council, which will consider whether the candidate is able to perform the essential functions and tasks required for completion of the training program given the specific medical condition(s) present. Before rendering a decision on a potentially disqualifying condition, the MRB will consider whether the condition is remediable by a "reasonable accommodation" as the latter phrase is used in M.G.L. c. 151B, s. 4, (16).

(4) Potentially Disqualifying Condition - The term "Potentially Disqualifying Condition" as used in the Medical Guidelines is defined as, "Any condition specified in the Medical Guidelines which may render a candidate incapable of satisfactorily completing the training necessary to perform the essential functions of the position".

(5) Review - Candidates having one or more Potentially Disqualifying Conditions will be evaluated on a case-by-case basis by the MRB to determine whether they are capable of performing the essential functions of the training. A Potentially Disqualifying Condition may be temporary or permanent. In those cases where the condition is temporary, the candidate's enrollment in the police training school session may be deferred for a reasonable time required to remedy the condition. All reviews by the MRB will be conducted in an expeditious manner, as soon as reasonably possible following referral by Council staff at the police training school session Prescreening.

(6) Medical Examination Procedure - Prior to admission to a police training school, all candidates must undergo a medical examination conducted by a qualified physician. A qualified physician, for purposes of these Rules and Regulations is defined as a Medical Doctor (MD) licensed to practice medicine in the Commonwealth of Massachusetts, and who is approved, in writing, by the Appointing Authority. Further, the physician must be able to apply independent judgment in making clinical assessments of the candidate's health status pertaining to police training school participation. The examination must be conducted in accordance with the Medical Guidelines and M.G.L. c. 151B, s. 4, (16). The examination must have been conducted within 180 days of the start date of the police training school session for which the candidate is applying. The following are the minimum requirements for the medical examination:

(a) Medical History - The candidate must complete, sign and date the medical history portion of the report of medical condition.

(b) Physician's Examination - The report of medical condition, with the medical history portion completed and signed, must be submitted to, reviewed, completed, signed and dated by the examining physician following a physical examination of the candidate consistent with the medical guidelines.

(c) Laboratory Tests - The following laboratory tests are required, at a minimum:

1. Blood Chemistry (CHEM-20 or equivalent)
2. Complete Blood Count (CBC)
3. Complete Urinalysis (Not Dipstick)
4. Serology (RPR or equivalent)
5. Tuberculosis (Mantoux)
6. Electrocardiogram (ECG) (Resting)
7. Chest X-Ray (CXR)
8. Drug Screen (THC and Cocaine Metabolite)



## 3.03: continued

- (d) Physician's Certification - The examining physician, following his or her review of the candidate's medical history, physical examination of the candidate, review of the results of the laboratory tests, and upon review of the prescreening physical fitness test battery and police training school physical fitness training program, must certify the candidate's medical fitness for police training school training. This certification is contained in the attachment to the report of medical condition form.
- (7) Submission - The original report of medical condition, attachment to report of medical condition and copies of the results of all required laboratory tests, (The chest x-ray requires the physician's evaluation only, not the actual films.), must be submitted to the Prescreening Coordinator at the Criminal Justice Training Council with copies (1 each) to the Academy Director in whose police training school the candidate will be enrolled and the student officer's personnel file at his employing agency, no later than 10 working days prior to the Prescreening.
- (8) Medical Specialist Evaluation - Should a candidate be found in non-conformity by the examining physician, the candidate must obtain a medical specialist's evaluation of the condition(s), at his expense or at the expense of the employing agency, and submit that evaluation with the application/medical package prior to Prescreening.
- (9) All candidates are required to inform the Prescreening Coordinator of any changes in their medical and/or physical fitness condition since their medical examination. Failure to comply with this Section may result in the candidate being denied enrollment in the police training school session.
- (10) All student officers are required to inform the Academy Director of any changes in their medical and/or physical fitness condition since their medical examinations. (Class II Offense)
- (11) All student officers are required to report their use of any form of medication and the necessity for it to the Academy Director upon reporting for the police training school session. (Class II Offense)

3.04: Prescreening

- (1) Purpose - All candidates for enrollment in a police training school must successfully complete Prescreening as part of the enrollment process. Prescreening is conducted 1) to assure the candidate's conformity with the medical guidelines, and 2) to ensure that the candidate is physically fit to undergo the full range of training conducted during the police training school with minimal risk of injury. Prescreening will be conducted by, or under the direction of, Criminal Justice Training Council staff.
- (2) General - Candidates should report to the Prescreening site in accordance with the instructions provided by the Academy Director. Candidates should have in their possession physical fitness training gear (e.g., sweatsuit, T-shirt, running shorts, running shoes, etc.), photo identification, and writing implement. Dress is casual. Prescreening will be scheduled by the Council staff, in consultation with the Academy Director, and conducted at least ten (10) working days, but not more than thirty (30) calendar days, prior to the police training school session start date.
- (3) Basic Learning Skills Tests - These tests, which measure such skills as reading comprehension and vocabulary, will be administered to all candidates at Prescreening. Their purpose is for use as assessment tools by police training school staff to identify candidates who may require additional academic instruction during the police training school training. A candidate's performance on these tests will have no bearing on his enrollment, although in some cases a candidate may, with the approval of his employing agency, elect to defer enrollment until a subsequent police training school session to provide for remedial language skills training. Such remedial training shall be at the expense of the candidate and/or the employing agency. The tests are part of

3.04: continued

the enrollment process and shall not be used for academic record averaging, nor shall they be subject to the provisions of 550 CMR 3.07(4)(d).

(4) Conformity With Medical Guidelines - Following a review of the medical components of the documentation required for enrollment to determine both completeness and conformity with medical guidelines, a determination shall be made by the Prescreening Coordinator as to whether the candidate may participate in the physical fitness test battery.

(a) Any incomplete required documentation shall result in the candidate being deferred to a subsequent Prescreening, pending completion of the required documentation.

(b) Candidates who are found to be in non-conformance with the medical guidelines shall be deferred pending evaluation by the Medical Review Board (MRB). The MRB shall evaluate the required medical documentation and any other medical or related documentation submitted by any candidate so deferred. Candidates so deferred shall be provided with written notification by standard form of deferral, including the reason for deferral and appellate provisions.

(5) Non-Medical Documentation - The Prescreening Coordinator shall be in possession of a properly executed application for enrollment form and statement of compliance form prior to the candidate participating in the Prescreening.

(6) Physical Fitness Test Battery - The battery consists of six (6) tests which measure specific aspects of a candidate's physical fitness. Candidates must meet or exceed the passing score for each test to be enrolled in the police training school.

(a) Body Composition - Caliper Protocol (Percentage of Body Fat)

(b) One (1) Minute Maximum Repetition Bent-Leg Sit-Up (Muscular Endurance)

(c) "Sit-and-Reach" (Lower Back and Hamstring Flexibility)

(d) One (1) Repetition Maximum Bench Press - DVR Protocol (Absolute Strength)

(e) Illinois Agility Run (Agility)

(f) 1.5 Mile Run or 12 Minute Walk/Run (Cardiovascular Capacity)

(7) Test Failures - Candidates who fail one or more of the physical fitness tests shall be provided counselling by a certified physical fitness instructor at the Prescreening relating to remedial training, which, if conducted, shall be at the expense of the candidate and/or the candidate's employing agency.

(a) Such candidates may be provided the opportunity for one retake of each failed test at a Prescreening session prior to the start of the police training school session to which the candidate has applied for enrollment.

(b) Should the candidate fail one or more of the physical fitness re-tests, the chief executive officer of the candidate's employing agency may remove the officer from the enrollment process. A candidate so removed shall be notified by the Executive Director or his designee, in writing, by standard form, of his denial of enrollment in the police training school session. The notification shall include the test(s) failed and score(s). Copies of the notification shall be sent to the chief executive officer of the candidate's employing agency, the Appointing Authority, and the Director of Local or State Government Services (as applicable) at the Department of Personnel Administration (DPA).

(c) Prescreening physical fitness test failures are non-appealable. Candidates failing to attain a passing score on the body composition test may, at their expense or that of their employing agencies, be administered a hydrostatic test. Hydrostatic tests do not require standard error rates be calculated into the passing scores. Therefore, candidates undergoing such tests are required to attain lower body composition scores (3% lower for males, 4% for females) than when being tested using skinfold calipers. Hydrostatic test scores shall supersede caliper test scores for body composition measurement.

(d) Candidates who have failed to attain passing scores on each of the tests in the physical fitness test battery prior to the start date of the



## 3.04: continued

academy session shall be denied enrollment in that session. Such candidates shall be eligible for enrollment in subsequent police training school sessions subject to appropriate sponsorship and compliance with applicable enrollment requirements. Such candidates shall be notified in accordance with the notification provisions of 550 CMR 3.04(7)(b).

(8) Maintaining Physical Fitness - Student officers shall maintain a physical fitness level at least equivalent to that required pursuant to 550 CMR 3.04(6) throughout their attendance at the police training school and will be tested periodically to ensure compliance with this Section. Such tests shall be subject to the provisions of 550 CMR 3.07(4)(d). Additionally, student officers are subject to a police training school exit physical fitness test battery, and must meet or exceed the passing scores for each test, consistent with 550 CMR 3.07(2).

3.05: Uniforms and Personal Appearance

(1) General - The police training school, like the police department, is a uniformed organization. The appearance of the uniform and the manner in which it is worn are significant indications of individual pride, unit discipline, professionalism and esprit-de-corps. Student officers are expected to have correct posture and to maintain their uniforms and personal appearance in a meticulous manner at all times.

(2) Inspections - Student officers are expected to be prepared for personal inspection and inspection of their uniforms and equipment at all times during the police training school session. Compliance with the Rules of this Section constitute minimum uniform and personal inspection standards. (Class III Offense)

(3) Uniforms - As student officers, the uniform is the normal attire while attending the police training school, except when specifically authorized by the Academy Director. The uniform of the day will be prescribed by the Academy Director.

(a) Uniforms must be properly worn at all times. Uniforms must fit properly and be clean and properly pressed. Brass will be shined and free from tarnish, and shoes and boots shined. Details of insignias will not be removed or altered. Student officer clothing or articles of uniform will not be torn or mutilated and must be clean and free from non-prescribed markings and may not bear profane expression or graffiti. Student officers and/or their employing agencies are responsible for having uniforms altered or, if necessary, purchasing new ones if weight is gained or lost or the uniform or uniform part becomes unserviceable.

(b) Student officers will possess sufficient quantities of underwear, socks and other personal items and will ensure acceptable standards of personal hygiene and appearance through proper maintenance and wear.

(c) Student officers will not carry bulging items in exposed shirt or trouser pockets unless authorized by the Academy Director.

(d) Student officers will not wear sunglasses or tinted prescription glasses in formations or during training unless documented by medical necessity and/or unless specifically authorized by the Academy Director.

(4) Insignia - Massachusetts Criminal Justice Training Council Shoulder Patches will be worn centered on the left sleeve of the khaki shirts, one-half inch below the shoulder seam, and centered above the visor of the blue baseball-type cap. The employing agency shoulder patch will be worn centered on the right sleeve of the khaki shirt, one-half inch below the shoulder seam, and as prescribed by the employing agency, in addition to other insignia such as employing agency shields and collar insignia, on the patrol jacket and dress uniform.

(5) Accessories - All accessories worn with or on student officer uniforms will conform to the type, standard and design prescribed by the Academy Director.

(a) The black, four-in-hand tie, when prescribed, will not be worn tucked into the shirt top.

3.05: continued

- (b) An employing agency-issue tie clip/clasp will be worn when the black, four-in-hand tie is prescribed.
- (c) All shoes and boots must be capable of being polished. Zippered boots are not authorized.

(6) Personal Appearance - Academy Directors will ensure that high standards of appearance are maintained by the student officers attending their police training schools.

(a) Hygiene - Student officers will at all times maintain the highest standards of personal hygiene.

(b) Male - Male student officers will conform to the following minimum standards:

1. Without reference to style, the hair on the top of the head will not exceed three inches in length and will be neatly groomed. The sides will be tapered with the hair not touching the ear. The back will be tapered (not straightcut) and not touch the collar. The neck will be clean-shaven. Fad haircuts, so-called, (mohawks, etc.) or motivational haircuts are not authorized. In no case will the bulk or length of hair interfere with the proper wearing of any police headwear.
2. Sideburns, if worn, will be neatly trimmed, have a clean shaven line at the base, will not extend downward beyond the lowest part of the outer ear opening and will not flare.
3. Male student officers will be clean shaven each morning. Any male who is afflicted with the condition pseudofolliculitis barbae (PFB), upon submission of medical verification, may grow a neatly groomed beard, the hair of which shall not exceed 1/4" - 1/2" in length.
4. The wearing of beads, necklaces, chains and similar ornaments shall not interfere with, nor be visible while, wearing the uniform. Only two rings may be worn at any given time. Wristwatches may be worn, but no other bracelets are authorized with the exception of Medic-Alert and/or POW-MIA types. Religious medallions may be worn, but in a manner that they will not be seen. Student officers are not authorized to wear earrings.

(c) Female - Female student officers will conform to the following minimum standards:

1. Hair will not extend below the bottom edge of the collar. Hair that is put up will be secured to the back of the head. Barrettes of a natural hair color or transparent may also be worn. No more than two (2) ponytails or braids may be worn at any given time, and if worn, will be secured to the back of the head. Hair will not touch the collar. In no case will the length or bulk of hair interfere with the proper wearing of any police headwear.
2. If worn, make-up will be of natural colors and in good taste (e.g., no heavy eye liner, colored shadow or lipstick may be worn at any time while in attendance at the police training school).
3. Clear nail polish is the only nail polish that is authorized to be worn.
4. The wearing of beads, necklaces, chains and similar ornaments shall not interfere with, nor be visible while, wearing the uniform. Only two rings may be worn at any given time. Wristwatches may be worn, but no other bracelets are authorized with the exception of Medic-Alert and/or POW-MIA types (religious medallions may be worn, but in a manner that they will not be seen). Student officers are not authorized to wear earrings.

3.06: Personnel Accountability and Control

(1) Duty Precedence - Duty of any type takes precedence over all personally scheduled matters. A scheduled duty takes precedence over an unscheduled duty unless otherwise directed by the Academy Director or a Staff Instructor. (Class II Offense)

(2) Change of Address - Student officers are required to furnish the Academy Director with their present residence addresses and telephone numbers, and any changes thereto, while attending the police training school. (Class III Offense)



## 3.06: continued

(3) Attendance - Student officers are expected to attend punctually all scheduled classes, field exercises and formations except in the cases of illness, required court appearance(s) as a witness, required civic duty, military duty, emergency or authorization by the Academy Director.

(a) Late To Class/Field Exercise/Formation - Any student officer who is not present at the start of the class, field exercise or formation shall be considered late. (Class III Offense)

(b) Illness - In the event of illness resulting in an absence, a student officer shall notify the Academy Director and his employing agency at least thirty (30) minutes prior to the first class, field exercise or formation of the day. In the event of an illness or injury occurring at the police training school, and resultant from training and/or affecting trainability, the student officer will immediately notify the Academy Director. The Academy Director will notify, by telephone and by standard Illness/Injury Report form, the student officer's employing agency, the respective Senior Academy Director and the Director of Training of the Criminal Justice Training Council of all injuries, illnesses and resultant absences in writing. (Class II Offense)

(c) Court/Civic/Military Duty - A student officer who is required to appear in court or as a juror or in any other civic or military duty capacity shall notify the Academy Director immediately upon receipt of such notice. If required to appear as a witness in court, every effort should be made to place the student officer on one hour telephone notice. The Academy Director will notify the student officer's employing agency of all such absences by telephone and in writing. (Class III Offense)

(d) Excessive Absences - A student officer who is absent from more than five percent (5%) of the Council-approved curriculum as a result of illness and/or emergency and/or required court appearance(s) as a witness and/or required civic duty and/or military duty may be dismissed without prejudice from the police training school session. In making the determination of whether to dismiss the student officer the Academy Director shall consider relevant training options, and the student officer's academic performance, department and disciplinary record while in the police training school.

(e) Separation - Student officers separated from an police training school shall be provided with written notification of such separation by a standard separation notice form, which shall include the date of separation, category of separation, reason for separation and appellate process. Separation notices shall be signed by the issuing Academy Director and by the student officer being separated. The student officer's signature is an acknowledgement of receipt of the Separation Notice and does not necessarily signify concurrence with the separation action. Distribution of the signed separation notice shall be as follows: Original to the student officer's personnel file at the police training school; Copies (1 each) to the Academy Director, student officer, chief executive officer of the student officer's employing agency, and the respective Senior Academy Director and the Director of Training of the Massachusetts Criminal Justice Training Council.

(f) Categories of Separation - For the purposes of these Rules and Regulations, the categories of separation are defined as follows:

1. Voluntary Resignation - A voluntary resignation is an action, initiated by the student officer, who, without coercion, and for personal reasons, is temporarily unable to complete the police training school training. It is a request in writing to the Academy Director, in which the student officer withdraws from the police training school session with the prior written approval of the chief executive officer of his employing agency. Student officers separated under the provisions and conditions of this Section shall be eligible for enrollment in subsequent police training school sessions, subject to appropriate sponsorship and compliance with applicable police training school enrollment requirements.

2. Withdrawal by Employing Agency - A withdrawal by employing agency is an action initiated by the student officer's employing agency in which the student officer is withdrawn from the police

## 3.06: continued

training school session. Student officers separated under the provisions and conditions of this Section shall be eligible for enrollment in subsequent police training school sessions, subject to appropriate sponsorship and compliance with applicable police training school enrollment requirements.

3. Dismissal With Prejudice - A dismissal with prejudice is an action initiated by the Academy Director, who is the only person authorized to so separate a student officer, in which the student officer is separated from the police training school session for disciplinary reasons. Student officers dismissed with prejudice are not eligible for enrollment in subsequent police training school sessions at any police training school operated and/or approved by the Massachusetts Criminal Justice Training Council.

4. Dismissal Without Prejudice - A dismissal without prejudice is an action initiated by the Academy Director, who is the only person authorized to so separate a student officer, in which the student officer is separated from the police training school session for other-than-disciplinary reasons, including academic deficiency. Student officers dismissed without prejudice shall be eligible for enrollment in subsequent police training school sessions, subject to appropriate sponsorship and compliance with applicable police training school enrollment requirements.

(g) Unexcused Absences - Any absence not included in 550 CMR 3.06(1) is an unexcused absence. An unexcused absence shall be cause for dismissal with prejudice. (Class I Offense)

(h) Illness/Injury Resulting From Misconduct - If a student officer, through his own misconduct, becomes so incapacitated by illness and/or injury that he is unable to complete the Council-approved curriculum, then he shall be dismissed with prejudice. (Class I Offense)

(4) Firearms - Student officers will not carry or otherwise bring firearms or related police equipment to the police training school without the prior written approval of the Academy Director. Any student officer who receives such approval shall surrender the firearm or item of equipment to the Academy Director who shall secure the firearm or item of equipment until the student officer departs the police training school area. (Class I Offense)

(5) Alcoholic Beverages - While on duty status at the police training school or while at any scheduled police training school activity, no student officer shall consume, possess or be under the influence of alcoholic beverages. (Class I Offense)

(6) Controlled Substances - No student officer shall, at any time, consume, possess or be under the influence of any controlled substance as defined in M.G.L. c. 94C, s. 31, except as medically prescribed. (Class I Offense)

(7) Tobacco Products - Pursuant to M.G.L. c. 41, s. 101A, no student officer shall, at any time, smoke any tobacco product. (Class I Offense)

## 3.07: Academic Requirements

(1) Academic Tests - For the purposes of these Rules and Regulations, academic tests shall include written examinations, skills tests, physical fitness tests and field exercises.

(2) Requirements For Successful Completion - Student officers are required to attain passing scores on all of the following requirements for successful completion of the police training school pursuant to M.G.L. c. 41, s. 96B: a Standard Comprehensive Examination and all other academic tests as defined in 550 CMR 3.07(1), including, but not limited to, Firearms Qualification, First Responder Certification, Physical Fitness and Vehicle Operation. Passing scores on written examinations are set at seventy percent (70%) unless otherwise indicated in the Council-approved curriculum. The Academy Director will announce the passing score prior to the administration of any academic test.



## 3.07: continued

(3) Missed Academic Tests - In the case of any authorized absence, as defined in 550 CMR 3.07(1), the student officer is responsible for obtaining class notes and handouts and submitting all work prepared outside of class in a timely manner. The Academy Director will, in conjunction with the student officer, schedule a make-up academic test if the student officer misses the test as a result of an authorized absence.

(4) Academic Deficiency - Any student officer who fails to attain a passing score on an academic test shall be promptly notified in writing by the Academy Director through the issuance of a standard warning notice form, which shall be signed by both the Academy Director and student officer. The student officer's signature is an acknowledgement of receipt and does not necessarily signify concurrence with the warning action.

(a) Academic Warning Notice Distribution - The distribution of an issued academic warning notice is as follows: Original to the student officer's personnel file at the police training school; Copies (1 each) to the Academy Director, student officer, chief executive officer of the student officer's employing agency, respective Senior Academy Director and the Director of Training of the Criminal Justice Training Council.

(b) Remedial Training - Any student officer who fails to attain a passing score on an academic test, with the exception of a standard comprehensive examination, shall be offered remedial assistance and counseling by the Academy Director.

(c) Make-Up Tests - Any student officer who fails to attain a passing grade on an academic test shall be offered a make-up test in the same subject area following any remedial training. Attaining a passing score on a make-up test will result in the recording of the minimal passing score for academic record averaging purposes.

(d) Dismissal for Academic Deficiency - Any student officer who fails to attain a passing score on a make-up academic test, or who fails to attain a passing score on each of any combination of three (3) academic tests, exclusive of passing scores on make-up tests, shall be dismissed without prejudice from the police training school session.

(5) Out Of Class Assignments - Student officers shall complete homework and study assignments as directed by the police training school staff. (Class III Offense)

(6) Notebooks - Student officers shall maintain notebooks, which are expected to contain pertinent notes from classroom instruction, handouts and the student officer's copy of the current Rules and Regulations. Notebooks are subject to inspection by police training school staff. (Class III Offense)

## 3.08: Integrity

(1) General - Police professionals are expected to strictly adhere to the highest standards of utmost integrity, to include the ethical use of authority and the refusal to use public appointment for private gain. To do otherwise would violate a public trust. Therefore, a student officer will not lie, cheat, steal, conspire to deceive or evade the truth. Integrity requires that every student officer conduct himself at all times in a completely honest and forthright manner. The violation of any Regulation contained in 550 CMR 3.08 is a Class I offense. (Class I Offense)

(a) Lying, Evasiveness And Deceit - Lying, evasiveness and deceit are closely related and predicated upon dishonest action which is designed to prevent the whole truth from being known. All student officers are expected to be completely honest and forthright at all times. Any student officer who is unable to live up to the spirit of this requirement is unfit to serve as a member of the police training school class, as a police officer or in public service.

(b) Academic Dishonesty And Plagiarism - Acts of academic dishonesty and plagiarism violate the established standards of the academic community, and jeopardize the training necessary for proper job performance as a police officer.

1. Academic Dishonesty - Any behavior intended to promote or

## 3.08: continued

enhance a student officer's academic standing within the police training school by dishonest means constitutes an act of academic dishonesty and, as such, violates 550 CMR 3.08(1). Acts of academic dishonesty include, but are not limited to, the following: Cheating, which for purposes of these Rules and Regulations is defined as giving or receiving unauthorized aid in regard to academic tests or other assignments; intentionally using plagiarized material; submitting work done by another as one's own; and/or altering any Academy, Council or Employing Agency form, record or document, or forging the signature of any Academy, Council or Employing Agency instructor or official.

2. Plagiarism - The use of words, ideas, concepts, or work of another, without proper acknowledgement, constitutes plagiarism.

3. Certification - Academy Directors, Staff Instructors and Instructors may require student officers to write and sign the following statement, or other such words as shall convey the same or similar meaning, as part of any academic test or assignment: "I certify that I have neither given nor received any unauthorized aid on this academic test/assignment." signed/[student officer]. Failure to write and/or sign this certification will not excuse any student officer from a violation of these Rules and Regulations.

(c) Stealing - For the purposes of these Rules and Regulations, stealing is defined as the wrongful taking of property from the possession of the owner or any other person with the intent to permanently deprive or defraud the owner or any other person of the use and benefit of said property.

(2) Reports - Truthfulness - When in the course of an official investigation of a violation of these Rules and Regulations, a student officer is asked a question concerning himself in a matter in which he has knowledge, he is expected to answer in a forthright and honest manner. All reports, whether oral or written, shall be submitted on time, and shall be truthful and complete. No student officer shall knowingly enter, or cause to be entered any inaccurate, false or improper information. (Class I Offense)

(3) Conviction Of Criminal Charge - Police have a moral, legal and professional obligation to support the Constitutions of the United States of America and the Commonwealth of Massachusetts, not only for the letter, but for the spirit of the law. Therefore, conviction of any criminal charge based on violation of State or Federal law, municipal ordinance or town by-law may be cause for dismissal with prejudice from the police training school session. (Class I Offense)

3.09: Department

(1) Courtesy - Courtesy is the expression of consideration for others. It pays the largest returns for the least effort of anything one can do. In police service, where individuals are required to work closely together and where cooperative effort is all important, courtesy is essential in promoting coordination and developing esprit-de-corps. Courtesy is shown to all, to subordinates as well as superiors, and to the public. The courtesy shown a superior is a recognition of the basic principles of organization. It is the respect shown to every leader and the acknowledgement of the responsibility and authority of his position. Courtesy shown a subordinate acknowledges the essential part he plays as a member of the police team. Courtesy shown to the public acknowledges the role of the police in a free society; that the police are a part of, and not apart from, the community they serve. The methods of expressing courtesy are distinctive and precise. Sloven, grudging or perfunctory displays of these methods are discourteous. The violation of any sub-section of 550 CMR 3.09 shall constitute a Class III offense unless otherwise specified.

(a) Bigotry - Police professionals are expected to be sensitive to, and exhibit tolerance for, concerns, opinions and backgrounds of others, and to treat all individuals with respect, dignity and courtesy regardless of their circumstances or condition. The use of degrading language or actions with regard to race, ethnicity, religion, sex, sexual orientation and/or physical challenge to address, refer to, or otherwise affect any person or group of people, directly or indirectly, is prohibited except as otherwise provided in the Council-approved curriculum as a role-playing tool. (Class I Offense)



## 3.09: continued

(b) Address - Instructors, Guest Lecturers, and staff are to be addressed by student officers as "Sir", "Ma'am", or by rank or title, including Mister, Miss or Misses, if known.

(2) Misconduct (Conduct Unbecoming An Officer) - Student officers shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Employing Agency and the Academy. Conduct unbecoming an officer shall include that which brings the Academy into disrepute or reflects discredit upon the student officer as a member of the Academy class, or that which impairs the operation or efficiency of the Academy or student officer. Types of offenses subject to this Section include, but are not limited to, any immoral act, disorderly conduct, and use of vulgar, humiliating, obscene or profane language or behavior. (Class I Offense)

(3) Channels Of Communication - Student officers shall adhere to the chain-of-command, as established by the Academy Director, at all times. In matters directly involving a member of the chain-of-command, a student officer may request, and must be granted, permission to take the matter directly to the next level of the chain-of-command. Student officers are encouraged to discuss their police training school experiences and progress with their employing agency's Training Officer. (Class III Offense)

(4) Complaint Procedure - Any student officer who feels aggrieved by the conduct of an Academy Director, Staff Instructor, Instructor or other staff member may so report the cause for such aggrievement, in writing, to the next senior level of the chain of command, or directly to the respective Senior Academy Director and/or the Director of Training of the Massachusetts Criminal Justice training Council.

(5) Social Contact - Associations with police training school staff will be professional in nature at all times. Student officers are expressly prohibited from having social contact, either on or off duty, with the Academy Director or Staff Instructor(s) at the police training school in which they are enrolled. (Class II Offense)

(6) Sexual Harassment - Sexual harassment is a form of sex discrimination and will not be tolerated. (Class I Offense)

(a) Definition - The Equal Employment Opportunity Commission defines sexual harassment as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such contact is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, educational or living environment.

(b) Reporting - Any student officer who has a complaint of sexual harassment should follow the Complaint Procedure contained in 550 CMR 3.09(4).

(7) Hazing - Activity which may be considered hazing, consistent with M.G.L. c. 269, ss. 17-18, is expressly prohibited. Hazing may be defined as the harassment of a person or people by the imposition of unreasonable punishment or personal requirement whereby a person or people may suffer any cruelty, injury, humiliation or the deprivation of a right, privilege or advantage to which he or they are entitled. (Class I Offense)

(8) Physical Contact - The touching of another person or his clothing either directly or by use of a material object, except at such times as one is acting within the scope of his authority for the following purposes is prohibited (Class II Offense):

## 3.09: continued

- (a) Correcting a person's position;
  - (b) Correcting a person's movements;
  - (c) Fitting or correcting the arrangement of a person's clothing or equipment;
  - (d) Conducting a lawful examination or inspection of a person, clothing or equipment;
  - (e) Conducting a demonstration incident to training during which no person will be required to act as demonstrator more than once in succession; or
  - (f) Protecting or avoiding a person suffering bodily injury or harm.
  - (g) When touching someone for any of the purposes contained in Sections 3.09(8)(a) - 3.09(8)(f), no person shall come in physical contact with a greater portion of, or with greater force to, the person or equipment of the student officer than is reasonable or necessary to accomplish the authorized purpose.
- (9) Personal Service - Student officers will not, under any circumstances, polish, clean, iron or provide any other service on shoes, clothing (civilian or uniform), or leather gear for Academy Directors, Staff Instructors or Instructors. Excluded are details assigned to student officers by the Academy Director, which may include, but are not limited to, maintenance of the police training school building, grounds, vehicles and/or weapons.
- (10) Physical Activity - Strict adherence to the Council-approved physical fitness training program is required of all persons engaged in the police training school training program. THE USE OF PHYSICAL FITNESS TRAINING REGIMEN TO ENFORCE OR MAINTAIN DISCIPLINE IS STRICTLY PROHIBITED. No person shall perform, or cause to be performed, any unauthorized exercises or activities, nor shall any person perform, or cause to be performed, any authorized activities to the degree where life or health is endangered and illness or injury may be reasonably foreseen as a result. When conducting exercises or other physical activities, the following considerations will be utilized in determining duration and number of repetitions (Class II Offense):
- (a) Individual physical condition of the student officer;
  - (b) Stage of completion of the Council-approved physical fitness training program at the police training school;
  - (c) Exercises and other physical activities will be conducted in moderation; and
  - (d) All persons engaged in exercises and physical activities are charged with maintaining vigilance for those showing signs of physical and/or medical distress, and shall immediately notify the Instructor, Staff Instructor or Academy Director in charge of the exercises or physical activities who shall take action appropriate and consistent with the Academy Medical Emergency Reaction Plan as approved by the Director of Training of the Massachusetts Criminal Justice Training Council.
- (11) Off-Limits - Student officers shall not enter areas designated as "Off-Limits" by the Academy Director unless authorized by the Academy Director. (Class III Offense)
- (12) Soliciting Business - Soliciting business, engaging in any sales or business venture, or distributing sales or advertising matter on the police training school grounds or within any police training school building, is strictly prohibited unless prior written permission has been obtained from the Academy Director, with the concurrence of the sponsoring agency of the police training school. (Class III Offense)
- (13) Insubordination - Student officers shall promptly obey any lawful order of the Academy Director, Staff Instructor(s), or Instructor(s), including orders relayed from the Academy Director, Staff Instructor(s) or Instructor(s) by other student officers. (Class I Offense)
- (14) Collective Action - Student officers shall not engage in collective resistance to, or subversion of, any lawful Rule or Regulation promulgated by the Massachusetts Criminal Justice Training Council or Council-approved police training school. (Class I Offense)



3.09: continued

(15) Regard For The Safety Of Others - Inherent in the nature of the skill and subject areas being instructed, and related activities, is the potential for injury to student officers, Academy Staff and Instructors. Any act or failure to act by a student officer which places or may place his safety and/or the safety of another person or persons at risk shall be punishable by his dismissal with prejudice from the police training school session. (Class I Offense)

### 3.10: Discipline

(1) Standards Of Conduct - The police training school is a structured organization which requires the highest standards of conduct and respect for authority. Recognition of the authority of superiors is expected at all times. A student officer is expected to show respect for, and obey the lawful orders of, the Academy Director, Staff Instructor(s), Instructors, staff and any other officials of the police training school or the Council, to include administrative and support personnel. Failure to do so may result in disciplinary action being assessed to include dismissal from the police training school.

(2) Purpose - The primary purpose of the police training school disciplinary system is to maintain good order and discipline among the student officers of the class. The system is designed to develop the self-discipline necessary for the police officer to function effectively in the position of public trust he has chosen for a career, and to teach the student officer to accept full responsibility for all that he does, or fails to do. It is intended to teach student officers to place a high sense of duty above self-interest, and to be instructional and corrective in nature. It is a surrogate for the progressive disciplinary systems found in police departments, but designed for the police training school environment, to better prepare the student officer to effectively function within a system of rules and regulations and to provide practical applications of the concept of personal accountability.

(3) Dissemination - Each student officer shall be provided with a copy of the Student Rules and Regulations for Police Academies which includes the standard of academic performance as well as personal conduct expected. A properly executed statement of compliance form, which must be signed by both the candidate and the chief executive officer of his employing agency, must be submitted as part of the enrollment process.

(4) Reinforcement - These Rules and Regulations shall be reinforced through classroom instruction and discussion, followed by a written examination to verify understanding. This written examination shall be considered an Academic Test as defined in 550 CMR 3.07(1), and shall be subject to the provisions of 550 CMR 3.07(4)(d) (Dismissal for Academic Deficiency). Each student officer shall complete a brief "Essay of Understanding" in which he writes, in his own words, his understanding of the Rules relating to Integrity (550 CMR 3.08). This exercise will serve to reveal a student officer's personal interpretation of the subject, which shall be corrected if such a need is so determined by the Academy Director following his review of each essay. The essay, and documentation of any corrective action taken, shall be retained in the student officer's personnel file at the police training school.

(5) Documentation - The documentation of a student officer's performance in the areas of interpersonal relations, integrity, dependability and work habits is as important to the application of discipline as the recording of test scores is to the tracking of academic performance. A student officer's personnel file at a police training school shall contain documentation of any instances of exemplary performance or conduct, as well as any violation of these Rules and Regulations, consistent with 550 CMR 3.10(5)(a) and 3.10(5)(b).

(a) Personnel File Entries - Such file entries shall be made in chronological order using applicable reporting forms, which may also be used to cite exemplary performance. All forms must be signed by the Academy Director and the subject student officer. The student officer's signature is an acknowledgement of receipt only and does not necessarily signify concurrence with the disciplinary action being taken.

(b) Distribution

## 3.10: continued

1. Report of Oral Warning - Original to the student officer's personnel file at the police training school; Copies (1 Each) to the Academy Director and the student officer.
  2. Warning Notice - Original to the student officer's personnel file at the police training school; Copies (1 Each) to the Academy Director, student officer, chief executive officer of the student officer's employing agency, the respective Senior Academy Director and the Director of Training of the Criminal Justice Training Council.
  3. Separation Notice - Original to the student officer's personnel file at the police training school; Copies (1 Each) to the Academy Director, student officer, chief executive officer of the student officer's employing agency, the respective Senior Academy Director and the Director of Training of the Massachusetts Criminal Justice Training Council.
- (6) Progressive Discipline - Disciplinary action shall be consistent with, and appropriate for, the conduct which resulted in the action. The administration of any disciplinary action shall carry with it an admonition that any future misconduct will result in a more severe form of discipline.
- (7) Levels (Classes) Of Offenses - Violations of these Rules and Regulations have been categorized into three (3) classes, determined by the seriousness of each offense, as follows:
- (a) Class I - Commission of a Class I- category offense may or shall, dependent upon the specific offense, result in the immediate dismissal with prejudice of the student officer.
  - (b) Class II - Commission of a Class II- category offense shall result in the issuance of a disciplinary warning notice. Commission of any Class II-category offense subsequent to the student officer receiving a disciplinary warning notice shall result in the immediate dismissal with prejudice of the student officer.
  - (c) Class III - Commission of a Class III- category offense may result in Counseling or in the issuance of an Oral Warning, at the discretion of the Academy Director, Staff Instructor or Instructor, consistent with 550 CMR 3.10(8)(a) and 3.10(8)(b).
    1. An Oral Warning for the repeat commission of a Class III-category offense or for the commission of the third of any combination of three (3) Class-III category offenses, prior to the student officer receiving his first disciplinary Warning Notice, shall result in the issuance of a disciplinary warning notice.
    2. An Oral Warning for the repeat commission of a Class III-category offense or for the commission of the third of any combination of three (3) Class III-category offenses, all offenses committed subsequent to the student officer receiving a disciplinary warning notice, shall result in the immediate dismissal with prejudice of the student officer.
- (8) Levels Of Disciplinary Action - Pursuant to 550 CMR 3.10(6), the following levels of disciplinary action shall be utilized in the administration of the disciplinary system:
- (a) Counseling - At this level, the student officer shall be advised of the breach in conduct or Rules and Regulations. Counseling shall be administered when the breach is due to inadvertence or understandable neglect. Counseling shall not be considered a disciplinary action. Such counseling shall be administered for Class III-category offenses only. The student officer shall be advised that further violations or repeated breaches could result in disciplinary action.
  - (b) Report Of Oral Warning - An Oral Warning shall inform the student officer of a violation of these Rules and Regulations and the consequences of further or repeated violations. Oral Warnings shall be spoken censures and shall be administered for commissions of Class III-category offenses only. Oral Warnings shall be noted by the Academy Director, Staff Instructor or Instructor administering the censure on a report of oral warning form.
  - (c) Disciplinary Warning Notice - This form of disciplinary action is formal correspondence from the Academy Director. A disciplinary warning



## 3.10: continued

notice form shall be executed when a student officer commits any of the following:

1. Repeat commission of any Class III- category offense prior to the student officer receiving a disciplinary warning notice;
2. Commission of the third of any combination of three (3) Class III-category offenses prior to the student officer receiving a disciplinary warning notice; or
3. Commission of any Class II-category offense prior to the student officer receiving a disciplinary warning notice.

(d) Dismissal With Prejudice - This level of disciplinary action shall be administered only by the Academy Director. A separation notice form shall be executed when a student officer commits any of the following:

1. Repeat commission of any Class III- category offense, both offenses committed subsequent to the student officer receiving a disciplinary warning notice;
2. Commission of the third of any combination of three (3) Class III-category offenses, all three offenses committed subsequent to the student officer receiving a disciplinary warning notice;
3. Commission of any Class II-category offense subsequent to receiving a disciplinary warning notice; or
4. Commission of any Class I-category offense.

(9) Appellate Procedures - A student officer dismissed with prejudice, or such a student officer jointly with his employing agency, who seeks an appeal of his disciplinary action may file a written request for such an appeal through the Director of Training of the Criminal Justice Training Council.

(a) The request must be received within five (5) working days of the student officer's separation from the police training school. The Director of Training shall, through the respective Senior Academy Director, notify the Academy Director of the police training school from which the student officer was separated of the appeal request.

(b) When such a request is received, the Director of Training shall notify the Legal Counsel of the Criminal Justice Training Council, who shall assemble an Administrative Appeals Board within a reasonable period of time. The Administrative Appeals Board shall consist of the following members:

1. A member of the Police Standards Committee of the Massachusetts Criminal Justice Training Council, or his designee;
2. A police Academy Director from other than the police training school from which the student officer was separated, or his designee; and
3. A chief executive officer of a law enforcement agency of the Commonwealth or a political sub-division thereof, or his designee.

(c) The Hearing will be conducted in accordance with M.G.L. c. 30A, ss. 10-11, and the Standard Judicatory Rules of Practice and Procedure, 801 Code of Massachusetts Regulations (CMR) 1.02-1.03.

1. The appellant is entitled to bring to the Hearing any person(s) or material(s) which may assist in the presentation of the appeal.
2. The appellant has the right to be represented by counsel or other representative(s), at his own expense or at the expense of his employing agency. If the appellant chooses to be represented at the Hearing, the appellant's counsel or representative(s) must file a written appearance, prior to the Hearing, stating his/their name(s), address(es) and telephone number(s), with the Legal Counsel of the Massachusetts Criminal Justice Training Council.

(d) The Board shall reach its decision by majority vote, with each member having one (1) vote. The appellant shall be notified of the decision of the Board within thirty (30) working days of the Hearing.

3.10: continued

(e) If an appeal is successful, the appellant student officer shall be eligible for enrollment at a subsequent police training school session, subject to appropriate sponsorship and compliance with applicable enrollment requirements. If an appeal is not successful, the appellant student officer shall not be eligible for enrollment in a subsequent police training school session.

REGULATORY AUTHORITY

550 CMR 3.00: M.G.L. c. 6, s. 118.

## APPENDICES

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# Appendix 1





## Application for Exemption

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

Sponsoring Agency: \_\_\_\_\_

Agency Code: \_\_\_\_\_

### Type of Exemption Requested:

- ☐ **Temporary** - A temporary Exemption may be granted for a period not to exceed ninety (90) days, or until the start date of the next available academy session, whichever occurs sooner, as a result of a documented public safety emergency or other exigent circumstance.
- ☐ **Permanent** - A Permanent Exemption may be granted for a person who has successfully completed the same or an equivalent training program as that approved by the Council for permanent, full-time officers in Massachusetts.
- ☐ **Required Documentation:** Copies of required documentation **MUST** be submitted with this application for an officer to be considered for an exemption.

### Temporary Exemption

- ☐ Current Certification in First Aid and CPR
- ☐ Current Qualifications in Use of Firearms by an MCJTC-certified Instructor
- ☐ Successful Completion of MCJTC Law Examination
- ☐ Reason (Cite Nature of Public Safety Emergency or Other Exigent Circumstance)

## Permanent Exemption

Applications for a Permanent Exemption must submit copies of the following documentation, in addition to the documentation requirements for a Temporary Exemption:

- ☐ Certificate of Successful Completion of the same or Equivalent Training Program
- ☐ Same or Equivalent Training Program Curriculum
- ☐ Previous Police Experience (Include all Interruptions in Continuous Service)

**NOTE:** Permanent Exemptions are granted subject to the applicant successfully completing a course of instruction, approved by the Council, on Powers and Duties of a Police Officer (MGL C41, s98)

Pursuant to MGL Chapter 41, Section 96B, petition is made to the Massachusetts Criminal Justice Training Council to exempt the above-named officer from the statutory training requirements for police officers.

**Signature of Appointing Authority:**

<hr/>	<hr/>	<hr/>
<b>Name</b>	<b>Title</b>	<b>Date</b>

<hr/>	<hr/>	<hr/>
<b>Name</b>	<b>Title</b>	<b>Date</b>

<hr/>	<hr/>	<hr/>
<b>Name</b>	<b>Title</b>	<b>Date</b>

**Signature of Chief of Police (if not appointing authority):**

<hr/>	<hr/>
<b>Name</b>	<b>Date</b>

Send completed applications form and applicable documentation to:

Exemption Coordinator

Massachusetts Criminal Justice Training Council

1155 Central Avenue

Needham, MA 02192-1701

**For Council Use:**

**Disposition:** ☐ Granted

☐ Not Granted

**Effective Date:** \_\_\_\_\_ **Expires:** \_\_\_\_\_

Form CJ-17 Rev. 01/08/90

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# Appendix 2

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## Documentation for Enrollment in a Basic Recruit Academy

Applicant Name: \_\_\_\_\_

Employing Agency: \_\_\_\_\_

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Academy: \_\_\_\_\_ Start Date: \_\_\_\_\_

- ☐ Application for enrollment
- ☐ Report of medical condition
- ☐ Attachment to report of medical condition  
Laboratory results
- ☐ CHEM-20
- ☐ CBC
- ☐ Urinalysis
- ☐ Serology (RPR)
- ☐ Tuberculosis (Mantoux)
- ☐ Chest X-Ray
- ☐ EKG
- ☐ Drug Screen (Metabolite from THC, Cocaine)
- ☐ Other (Physician evaluations of specific conditions)
- ☐ Statement of compliance

Documentation must be submitted (Original - MCJTC, Copy - Academy) under this cover sheet not less than ten (10) days prior to the prescreening date. Failure to submit documentation by due date may result in the applicant being denied into the academy session requested.



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# Appendix 3

F. ACOTYLLA.



# MASSACHUSETTS CRIMINAL JUSTICE TRAINING COUNCIL

## APPLICATION FOR ENROLLMENT IN A RECRUIT TRAINING PROGRAM

### Instructions:

Application is to be made and submitted by the employing agency. Please complete and forward to the Recruit Training Academy you wish your recruit to attend. This application shall be returned without consideration unless all requested information is supplied and appropriately signed.

Employing Agency: _____		Agency Code: _____	
Agency Address: _____			
Street	City/Town	Zip Code	
Agency Contact: _____		_____	
Name & Position		Phone	

1. Name: \_\_\_\_\_ Home Telephone: \_\_\_\_\_  
Last, First, Middle Initial

2. Address: \_\_\_\_\_  
Street City/Town Zip Code

3. Social Security #: \_\_\_\_/\_\_\_\_/\_\_\_\_ 4. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

5. Academy Requested: \_\_\_\_\_

6. Session Start Date : \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

7. Education (Circle Highest Completed): High School 9 10 11 12, GED;  
College 1 2 3 4 5 6 \_\_\_\_\_  
Degree(s) & Major(s)

8. Trainee's Rank/Title: \_\_\_\_\_ 9. Date of appointment: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

10. Employment Status: ( ) Full Time; ( ) Reserve; ( ) Intermittent; ( ) Other \_\_\_\_\_

11. Has trainee previously been enrolled in any other recruit academy? If so, state name, dates, and reasons for separation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



I, \_\_\_\_\_, agree to comply with all rules and regulations set forth by the Massachusetts Criminal Justice Training Council with regard to Academy training and I understand that I am subject to dismissal from the Academy for any infraction. I also agree that in case of accident or illness the academy staff may take whatever actions are deemed necessary to arrange for emergency medical services. I certify that I am in good health, physically fit and of good moral character. In the case of illness or injury resulting from the training, all necessary medical expenses will be borne by my sponsoring agency. I agree that all issues of civil liability shall be determined in accordance with Chapter 258 of the Massachusetts General Laws.

Signed: \_\_\_\_\_, \_\_\_\_\_  
Trainee Date

In case of accident or illness, please notify:

_____ Name	_____ Relation	OR	_____ Name	_____ Relation
_____ Street	_____ City/Town		_____ Street	_____ City/Town
_____ State	_____ Phone		_____ State	_____ Phone

I/we approve this trainee for attendance at the above-named program and agree as the appointing authority and Chief of Police/ Sheriff to abide by the training regulations as established by the Massachusetts Criminal Justice Training Council and the afore-mentioned Academy and understand that the program may include physical training. I/we stipulate that the trainee will be employed by the \_\_\_\_\_ during the periods of participation in the training program, and that the employing agency/appointing authority assumes responsibility for all necessary medical expenses for injury and/or illness resulting from the training. I/we agree that all issues of civil liability shall be determined in accordance with Chapter 258 of the Massachusetts General laws.

I/we agree as the appointing authority that the trainee shall be covered by emergency health care insurance during his/ her participation in recruit training program activities, and also agree that in case of accident or illness the Academy staff may take whatever actions are deemed necessary to arrange for emergency medical services.

Appointing Authority (multiple signatures, if required): \_\_\_\_\_

_____ Signature	_____ Name (please type)	_____ Title	_____ Date
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_____ Signature	_____ Name (please type)	_____ Title	_____ Date
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_____ Signature	_____ Name (please type)	_____ Title	_____ Date
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Chief of Police/Sheriff (if not one of the above):

_____ Signature	_____ Name (please type)	_____ Title	_____ Date
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# Appendix 4





FOR ADMISSION TO ENTRY-LEVEL POLICE OFFICER TRAINING PROGRAMS

To the Candidate and the Examining Physician:

**GENERAL** - Prior to admission to an academy, all candidates must undergo a medical examination conducted by a qualified physician. A qualified physician, for purposes of these medical guidelines, is defined as a Medical Doctor (MD), licensed to practice medicine in the Commonwealth of Massachusetts, and who is approved, in writing, by the Appointing Authority. Further, the physician must be able to apply independent judgement in making clinical assessments of the candidate's health status pertaining to academy participation.

**MINIMUM REQUIREMENTS** - The following are the minimum requirements for the medical examination:

a. Medical History - The candidate must complete, sign and date the Medical History portion of the Report of Medical Condition form;

b. Physical Examination - The Report of Medical Condition form, with the Medical History portion completed and signed, must be submitted to, completed, signed and dated by the examining physician following a physical examination of the candidate consistent with these Medical Guidelines;

c. Laboratory Tests - The following laboratory tests are required, at a minimum:

1. Blood Chemistry (CHEM-20 or equivalent)
2. Complete Blood Count (CBC)
3. Complete Urinalysis ( Not Dipstick)
4. Serology (RPR or equivalent)
5. Tuberculosis (Mantoux)
6. Electrocardiogram (EKG) (Resting)
7. Drug Screen (THC and Cocaine Metabolite); and
8. Chest X-Ray (CXR)

d. Physician's Certification - The examining physician, following his or her review of the candidate's medical history, physical examination of the candidate, review of the results of the laboratory tests, and upon review of the Prescreening physical fitness test battery and academy physical fitness training program, must certify the candidate's medical fitness for academy training. This certification is contained in the Attachment to Report of Medical Condition form.

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**NON-CONFORMANCE** - Unless otherwise specified in these Guidelines, should a candidate be found to possess (a) a condition or conditions in non-conformity with generally accepted medical norms and/or (b) a laboratory result or results outside of normal reference ranges, the examining physician should note the condition(s) and/or result(s) on the Report of Medical Condition form, or the Attachment to Report of Medical Condition form or on a separate sheet attached to the Report. If, in the examination physician's judgement, the condition(s) and/or result(s) are not contraindicative of the candidate's participation in the academy training program, he or she should so specifically state in writing.

**MEDICAL SPECIALIST EVALUATION** - The examining physician should discuss the condition(s) and/or result(s) with the candidate and, if appropriate, refer the candidate to a medical specialist for evaluation. The medical specialist should evaluate the candidate with respect to the specific condition(s) and/or result(s) identified by the examining physician and should provide a written assessment of the candidate's condition(s) and/or result(s) as related to the candidate's medical fitness for academy training. If, in the medical specialist's judgement the condition(s) and/or result(s) are not contraindicative of the candidate's participation in the academy training program, he or she should so specifically state in writing.

**SUBMISSION** - All medical documentation should be submitted by the examining physician, and, if applicable, the medical specialist, directly to the Appointing Authority/Employing Agency. All medical documentation must be submitted by the Appointing Authority/Employing Agency to the prescreening Coordinator at the Massachusetts Criminal Justice Training Council no later than ten (10) working days prior to the Prescreening for the academy session for which the candidate is applying.

**MEDICAL REVIEW BOARD** - Following a review of the medical documentation required for enrollment in an academy session to determine both completeness and conformity with these Medical Guidelines, a determination shall be made by the Prescreening Coordinator as to whether the candidate may participate in the physical fitness test battery. Candidates who are found to be in non-conformance with these Medical Guidelines, and who do not possess a certification from the examining physician, or medical specialist, if applicable, that the non-conforming condition(s) and/or result(s) are not contraindicative of the candidate's participation in the academy training program, shall be deferred, pending evaluation, by the Council Medical Review Board (MRB). The MRB shall evaluate the required medical documentation, medical specialist's evaluation, if applicable, and any other medical or related documentation submitted to, or presented before, the Board by any candidate so deferred and/or his/her representative. The decision of the B shall be binding on academies operated and/or approved by the Council pursuant to MGL Chapter 6, Section 118.

**Membership** - The MRB shall be comprised of the following voting members, appointed by the Executive Director of the Council who shall also designate the Board Chairman: Three (3) medical doctors; A police Academy Director or other police training specialist; A representative of the physically-challenged community; the Director of Physical Fitness and Health Maintenance Programs of the Massachusetts Criminal Justice Training Council, or his/her designee; and the Legal Counsel of the Massa



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chusetts Criminal Justice Training Council, who shall be a non-voting member. Decisions shall be reached by a majority vote with each member having one vote. In the event of a tie vote, the Chairman shall cast an additional, deciding, vote. A quorum shall be required for any such vote. A quorum, for purposes of these guidelines shall include at least two (2) medical doctors.

**Scheduling and Notification** - The MRB shall be convened within a reasonable time following the Prescreening from which a candidate has been deferred, and will conduct its reviews in an expeditious manner. The MRB shall telephonically notify the chief executive officer of his/her employing agency of the decision within forty-eight (48) hours of the decision, and will provide written notification to the candidate, to the chief executive officer of his/her employing agency and to his/her Appointing Authority within ten (10) working days of the decision.

**Authority** - The Medical Review Board may except candidates from these Medical Guidelines, in whole or in part, consistent with the principle of Bona Fide Occupational Qualification (BFOQ) and the Reasonable Accommodation provisions of MGL Chapter 151B, Section 4, Sub-section 16. The MRB shall render its decision on a case-by-case basis, and shall determine a candidate's status based on the following classifications:

**Qualified** - A candidate who is determined to be QUALIFIED by the MRB shall be prescreened prior to the start date of the academy session for which they have applied, and, upon successful completion of the physical fitness test battery, shall be enrolled in that academy session.

**Deferred** - A candidate determined to possess a Potentially Disqualifying Condition, which for the purposes of these Medical Guidelines is defined as any condition which may render a candidate incapable of satisfactorily completing the training necessary to perform the essential functions of the position, which is temporary, or a candidate who requires further medical evaluation and/or documentation for the MRB to render an informed decision, shall have his/her case DEFERRED for a reasonable time required to remedy the condition or until the appropriate evaluation and/or documentation is provided.

**Disqualified** - A candidate who is determined to possess a Potentially Disqualifying Condition which will render that candidate incapable of satisfactorily completing the training necessary to perform the essential functions of the position shall be DISQUALIFIED from enrolling in an academy session.

**Appellate Provisions** - Candidates determined to be DISQUALIFIED may seek appeal of the decision of the MRB through the Massachusetts Commission Against Discrimination (MCAD), pursuant to MGL Chapter 151B, Section 4, Sub-section 3, or through civil process pursuant to Castro v. Beecher.



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**EMPLOYMENT STANDARDS** - The Council and its Medical Review Board may promulgate and enforce admission, maintenance and graduation medical and physical fitness standards only for the period of time in which a candidate is enrolled in an academy operated and/or approved by the Council pursuant to MGL Chapter 6, Section 118.

It is the responsibility of the Appointing Authority and/or the Department of Personnel Administration (DPA) to determine minimum medical fitness employment standards for entry-level positions. Therefore, the Council will not disqualify candidates possessing certain medical conditions, which, while potentially disqualifying from an employment perspective, do not disqualify them the training program for those positions.

Appointing Authorities/Employing Agencies may request additional clinical assessments of candidates by examining physicians. Psychological Testing is NOT a requirement for admission to an academy. However, such testing may be conducted as a condition of employment by the Appointing Authority/Employing Agency. Inquiries regarding Psychological Testing should be directed to the Department of Personnel Administration (DPA) at (617) 727-4110.

The Civil Service Commission is empowered under MGL Chapter 31, Section 2, to hear and decide an appeal by a candidate aggrieved by any decision, act or failure to act by his/her employing agency resulting from the administration of medical/psychological examinations.

Inquiries concerning these Revised Interim Medical Guidelines should be directed to the Director of Physical Fitness and Health Maintenance Programs at the following address and telephone number:

Director of Physical Fitness and Health Maintenance Programs  
Massachusetts Criminal Justice Training Council  
1155 Central Avenue  
Needham, MA 02192  
(617) 727 -7827

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**REVISED INTERIM MEDICAL GUIDELINES**

The following medical/health guidelines address common diseases, disorders and functions within specific health status categories. The purpose of these guidelines is to provide parameters, supplementary to those contained on the Report of Medical Condition form, to the examining physician, and to the medical specialist, if applicable, within which to conduct the medical examination and to assess the medical fitness of candidates for admission to police officer entry-level training programs at Council- operated and/or approved academies.

Unless otherwise specified, Potentially Disqualifying Conditions are conditions and/or laboratory test results outside of generally accepted medical norms (or acceptable reference ranges in the case of laboratory test results).

Examining physicians should evaluate the candidate to include, at a minimum, the following conditions listed within each health status category. Unless otherwise specified, presence of a condition will result in the deferral of a candidate to the Medical Review Board for determination of eligibility to attend an academy session.

**SECTION I - EYES AND VISION****I.1 VISUAL ACUITY - DISTANT VISION**

Uncorrected Distant Vision should be greater than, or equal to, 20/200 (Snellen) binocular, unless correctable to greater than, or equal to, 20/25 (Snellen) binocular;

Distant Vision should be greater than, or equal to, 20/25 (Snellen) binocular.

**I.2 VISUAL ACUITY - NEAR VISION**

Near Vision should be greater than, or equal to, 20/40 (Snellen) binocular.

**I.3 VISUAL ACUITY - COLOR VISION**

Color Vision should be sufficient to distinguish the colors red, yellow and green.

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## 1.4 VISUAL ACUITY - DEPTH PERCEPTION

Depth Perception should be sufficient to demonstrate normal stereo depth perception with or without correction.

## 1.5 VISUAL ACUITY - PERIPHERAL VISION

## 1.6 GLAUCOMA

## 1.7 STRABISMUS

## 1.8 CATARACTS, CURRENT

If the candidate meets Visual Acuity guidelines following surgery, then the condition is non-disqualifying.

## 1.9 PROLIFERATIVE RETINOPATHY

## 1-10 NYSTAGMUS OR OTHER EXTRA-OCULAR MOVEMENT

If the candidate meets Visual Acuity guidelines, then the condition is non-disqualifying.

## 1.11 MONOCULAR VISION

If the candidate meets Visual Acuity guidelines, then the condition is non-disqualifying.

## 1.12 BLINDNESS, INCLUDING NIGHT-BLINDNESS

## 1.13 RETINAL DETACHMENT

## 1.14 PAPILLEDEMA

## 1.15 VISUAL TUMOR DISORDERS

## 1.16 UNTREATED EYELID DISORDERS

Including, but not limited to, Active Blepharitis, Blepharospasm, Entropion and Ectropion

## 1.17 CONJUNCTIVITIS

## 1.18 CHRONIC KERATITIS

## 1.19 OPTIC NEURITIS



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**SECTION TWO - EARS AND HEARING****2.1 HEARING ACUITY**

Using an audiometer, the candidate should have no loss of 25 or more decibels at the 500, 1000, 2000, and 3000 Hertz (Hz) levels in each ear.

**2.2 PERFORATED TYMPANIC MEMBRANE****2.3 ACUTE OTITIS MEDIA, OTITIS EXTERNA, AND MASTOIDITIS**

If the candidate meets Hearing Acuity guidelines, then the condition is non-disqualifying.

**2.4 ANY INNER/MIDDLE/OUTER EAR DISORDER AFFECTING EQUILIBRIUM****SECTION THREE - NOSE THROAT AND MOUTH****3.1 LOSS OF SENSE OF SMELL****3.2 APHONIA, SPEECH LOSS OR SPEECH DEFECTS**

If the candidate's oral communication is not seriously hampered, then the condition is non-disqualifying.

**3.3 RHINITIS****3.4 ABNORMALITIES OF THE NOSE, THROAT OR MOUTH**

If the abnormality does not interfere with the candidate's breathing, then the condition is non-disqualifying.

**3.5 PERFORATION OF THE NASAL SEPTUM**

If the candidate's condition is not affected by chemical agents such as smoke and tear gas, then the condition is non-disqualifying.

**3.6 SINUSITIS OR MALFORMATIONS THAT WOULD PREVENT NASAL INSPIRATION**

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## 3.7 DEFORMITIES INTERFERING WITH THE PROPER FITTING OF A GAS MASK

**SECTION FOUR - PERIPHERAL VASCULAR SYSTEM**

## 4.1 HYPERTENSION

Resting Blood Pressure should be less than, or equal to, 140 mmHg systolic and 90 mmHg diastolic. If a candidate possesses this condition, and the condition is controlled through potassium sparing diuretic, ACE inhibitor and beta-I selective blocker medication, then the condition is non-disqualifying.

## 4.2 VARICOSE VEINS

If the candidate's condition is of a mild degree and asymptomatic, then the condition is non-disqualifying.

## 4.3 VENOUS INSUFFICIENCY

## 4.4 PERIPHERAL VASCULAR DISEASES

Including, but not limited to, Raynaud's Disease and Buerger's Disease

## 4.5 THROMBOPHLEBITIS

**SECTION FIVE - HEART AND CARDIOVASCULAR SYSTEM**

## 5.1 FUNCTIONAL HEART MURMUR

If the candidate's functional work capacity is unimpaired, then the condition is non-disqualifying.

## 5.2 VALVULAR HEART DISEASE

## 5.3 CORONARY ARTERY DISEASE

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## 5.4 EKG ABNORMALITIES

Including, but not limited to, the following:

- 5.4.1 Supraventricular Extrasystoles, Less Than 1/Minute
- 5.4.2 Ventricular Extrasystoles, Occasional and Unifocal
- 5.4.3 Sinus Bradycardia
- 5.4.4 1 Degree A-V Block and Mobitz Type I A-V Block
- 5.4.5 Hemiblocks

Unless there is associated disease or unacceptable functional work capacity, the above conditions are non-disqualifying.

- 5.4.6 WPW Syndrome
- 5.4.7 ST Depression
- 5.4.8 Right or Left Bundle Branch Blocks
- 5.4.9 3 Degree A-V Block
- 5.4.10 Mobitz Type II A-V Blocks
- 5.4.11 Sinoatrial Block or Sick Sinus Syndrome
- 5.4.12 Ventricular Extrasystoles (Frequent - 20/ Minute With Exercise, 10/ Minute Without Exercise)
- 5.4.13 Ventricular Tachycardia
- 5.4.14 Atrial Fibrillation or Flutter
- 5.4.15 Symptomatic Supraventricular Tachycardia

## 5.5 ANGINA

## 5.6 CONGESTIVE HEART FAILURE

## 5.7 CARDIOMYOPATHY

## 5.8 PERICARDITIS, ENDOCARDITIS, AND MYOCARDITIS

**SECTION SIX - RESPIRATORY SYSTEM**

## 6.1 PULMONARY TUBERCULOSIS

## 6.2 CHRONIC BRONCHITIS



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## 6.3 ASTHMA

If a candidate possesses unaffected pulmonary function (FEV greater than, or equal to, 80%), then the condition is non-disqualifying.

## 6.4 CHRONIC OBSTRUCTIVE PULMONARY DISEASE

## 6.5 BRONCHIECTASIS AND PNEUMOTHORAX

## 6.6 PNEUMONECTOMY

If a candidate possesses unaffected pulmonary function (FEV greater than, or equal to, 80%) and acceptable functional work capacity, then the condition is Non-disqualifying

## 6.7 ACUTE MYCOTIC DESEASES

Including, but not limited to, Coccidiomycosis and Histoplasmosis

## 6.8 ACUTE PLEURICY

SECTION SEVEN - GASTROINTESTINAL SYSTEM

## 7.1 COLITIS

If the candidate's condition is controlled, then the condition is non-disqualifying,

## 7.2 DIVERTICULITIS

If the candidate's condition is controlled, then the condition is non-disqualifying.

## 7.3 ESOPHOGEAL DISORDERS

Including, but not limited to, Esophageal Stricture, Lower Esophageal Ring and Esophageal Spasm -

If the candidate's condition is controlled, then the condition is non-disqualifying

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## 7.4 HEMORROIDS

If the candidate's condition is controlled, then the condition is non-disqualifying.

## 7.5 PANCREATITIS

If the condition has been present during the preceding twelve (12) months, then the candidate shall be DEFERRED. Otherwise, individual determination of risk is required.

## 7.6 GALL BLADDER DISORDERS

If the condition has been present during the preceding twelve (12) months, then the candidate shall be DEFERRED. Otherwise, individual determination of risk is required.

## 7.7 SYNPOMATIC ESOPHOGEAL SPASM OR STRICTURE

## 7.8 ACTIVE PEPTIC ULCER DISEASE

## 7.9 SYMPTOMATIC IGUINAL, UMBILICAL, VENTRAL OR FEMORAL HERNIAS

7.10 MALIGNANT DISEASE OF THE LIVER, GALL BLADDER, PANCREAS,  
ESOPHOGUS, STOMACH, SMALL OR LARGE BOWEL, RECTUM OR ANUS

## 7.11 GASTROINTESTINAL BLEEDING

## 7.12 ACTIVE HEPATITIS

## 7.13 CIRRHOSIS OF THE LIVER

**SECTION EIGHT - GENITOURINARY SYSTEM**

## 8.1 PREGNANCY

Qualification of the candidate is dependent upon the stage of the pregnancy.

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## 8.2 NEPHRECTOMY

If a candidate possesses this condition with normal renal function, then the condition is non-disqualifying.

## 8.3 ACUTE NEPHRITIS

## 8.4 ACUTE RENAL CULCULI

## 8.5 RENAL TRANSPLANT

If a candidate possesses this condition with normal renal function, then the condition is non-disqualifying, provided that the location of the transplanted organ and the status of the candidate's immune system do not place the candidate at substantially increased risk of illness/injury.

## 8.6 RENAL FAILURE

## 8.7 ACUTE URINARY CALCULI

## 8.8 PROSTATIC HYPERTROPHY

## 8.9 HYDROCELE AND VARICOCELE.

## 8.10 MALIGNANT DISEASES OF KIDNEY, URETER, CERVIX, OVARIES, BREASTS OR PROSTATE

## 8.11 CONTAGIOUS VIRAL VENEREAL DISEASES

Including, but not limited to, Herpes

## 8.12 NON-VIRAL VENEREAL DISEASES

If a candidate possesses this condition and is free of symptoms or infection for more than twelve (12) months, the condition is non-disqualifying.

## 8.13 NEPHROSIS

## 8.14 PYELONEPHRITIS

## 8.15 POLYCYSTIC KIDNEY DISEASE



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## 8.16 PELVIC INFLAMMATORY DISORDERS

Including, but not limited to, Cervicitis, Endometriosis and Bartholinitis

## 8.17 INFLAMMATORY DISORDERS

Including, but not limited to, Prostatitis and Orchitis

## 8.18 PRESENCE OF TETRAHYDRACANNABINOL (THC) AND/OR COCAINE METABOLITE

**SECTION NINE - ENDOCRINE AND METABOLIC SYSTEMS**

## 9.1 THYROID DISEASE

## 9.2 DIABETES MELLITUS

If a candidate possesses this condition, and the condition is controlled through diet, exercise and/or medication (exclusive of insulin pump therapy), then the condition is non-disqualifying.

## 9.3 ADRENAL DYSFUNCTION

Including, but not limited to, Addison's Disease and Cushing's Disease

## 9.4 HYPOGLYCEMIA

## 9.5 PITUITARY DYSFUNCTION

## 9.6 THYROID TUMOR

**SECTION TEN - SKIN AND COLLAGEN DISEASES**

## 10.1 ECZEMA AND FURUNCULOSIS CONDITIONS

## 10.2 LUPUS ERYTHEMATOSUS

## 10.3 CONTACT ALLERGIES

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January 4, 1990**SECTION ELEVEN - MUSCULOSKELETAL SYSTEM**

- 11.1 DISORDERS THAT LIMIT MOTOR PERFORMANCE
- 11.2 CERVICAL SPINE OR LUMBOSACRAL FUSION
- 11.3 DEGENERATIVE CERVICAL OR LUMBAR DISC DISEASE
- 11.4 EXTREMITY AMPUTATION
- 11.5 OSTEOMYELITIS
- 11.6 MUSCULAR DYSTROPHY
- 11.7 LOSS IN MOTOR ABILITY FROM TENDON OR NERVE INJURY/SURGERY
- 11.8 ARTHRITIS

If a candidate possesses this condition with no functional impairment, then the condition is non-disqualifying

- 11.9 COORDINATED BALANCE

If a candidate is able to demonstrate the ability to squat and rise without holding onto any object, demonstrate the ability to walk on toes and heels without holding onto another object and demonstrate the ability to close his/her eyes while holding his/her feet together without losing balance, then the condition is non-disqualifying

- 11.10 HERNIATED DISC

- 11.11 SPINAL DEVIATIONS

**SECTION TWELVE - HEMATOPOIETIC AND LYMPHATIC SYSTEMS**

- 12.1 ANEMIA
- 12.2 SICKLE CELL TRAIT

Sickle Cell Trait is a non-disqualifying condition.

- 12.3 SICKLE CELL DISEASE

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- 12.4 HODGEKINS DISEASE OR LYMPHOSARCOMAS
- 12.5 HEMOPHILIA
- 12.6 LEUKEMIA

### SECTION THIRTEEN - NERVOUS SYSTEM

#### 13.1 EPILEPSY

If a candidate possesses this condition and has had the condition controlled for twelve (12) months with no seizures or adverse side-effects from medications, then the condition is non-disqualifying.

#### 13.2 CEREBRAL PALSY

#### 13.3 PARKINSONISM

#### 13.4 TREMORS

#### 13.5 CEREBRAL ANEURYSMS

#### 13.6 RECURRENT SYNCOPÉ

#### 13.7 DEGENERATIVE DISEASES

Including, but not limited to, Multiple Sclerosis and Huntington's Chorea

#### 13.8 PERIPHERAL NERVE DISORDERS

Including, but not limited to, Polyneuritis, Mononeuritis and Neurofibromatosis

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# Appendix 5

*Faint, illegible text, possibly a signature or title.*

**MASSACHUSETTS CRIMINAL JUSTICE TRAINING COUNCIL**
**REPORT OF MEDICAL CONDITION**
**SOCIAL SECURITY NUMBER**
**FAMILY HISTORY**
**SIDE 1**

NAME LAST, FIRST, M.I.

SEX

0 0 0 0 0 0 0 0

PARENTS ALIVE:

FATHER Y

MOTHER Y

STREET, NUMBER

AGE

1 1 1 1 1 1 1 1

CAUSE OF DEATH - FATHER

CITY, STATE, ZIP

DATE OF BIRTH

2 2 2 2 2 2 2 2

CAUSE OF DEATH - MOTHER

POSITION TITLE (IF APPLICABLE)

3 3 3 3 3 3 3 3

PARENTS EVER HAD:

POLICE OFFICER

CORRECTIONS OFF

OTHER

4 4 4 4 4 4 4 4

FATHER MOTHER

FATHER MOTHER

GLAUCOMA

Y

Y

HYPERTENSION

Y

Y

DIABETES

Y

Y

HEART DISEASE

Y

Y

CANCER

Y

Y

OTHER MAJOR

Y

Y

**INSTRUCTIONS FOR COMPLETION OF THIS FORM**

THIS FORM WILL BE READ BY COMPUTER. PLEASE USE NUMBER 2 PENCIL. WHERE APPROPRIATE, FILL IN CIRCLE COMPLETELY TO INDICATE A POSITIVE ANSWER OR CONDITION. OTHER ANSWERS MUST BE CONFINED TO BLOCKS PROVIDED.

STREP INFECTION	LUNG PROBLEMS	MUSCLE AND LIGAMENT PROBLEMS
ERYSIPELAS	INFECTIONS	PAINS
RHEUMATIC FEVER	PNEUMOTHORAX	SPASMS
SCARLET FEVER	OPERATIONS	INJURIES
BLOOD DISEASES	OTHER	OPERATIONS
ANEMIA (PALLOR, FAINTING)	THYROID TROUBLE	OTHER
EXCESSIVE BRUISING	STOMACH AND INTESTINAL TROUBLE	SKIN DISEASE
ENLARGEMENT OF GLANDS	PAINS	HERNIAS
OTHER	INDIGESTION	NERVOUS SYSTEM PROBLEMS
ALLERGIES	VOMITING BLOOD	NERVOUS BREAKDOWN
ASTHMA	BLACK STOOLS	MENTAL ILLNESS
TUBERCULOSIS	PERSISTENT DIARRHEA	PARALYSIS
CHRONIC COUGH	OPERATIONS	CONVULSIONS
NOSE-THROAT-EAR PROBLEMS	OTHER	SEVERE HEADACHES
INFECTIONS	HEMORRHOIDS	OTHER
OPERATIONS	LIVER AND GALLBLADDER TROUBLE	CYSTS
INJURIES	JAUNDICE	CANCER
OTHER	HEPATITIS	TUMORS
HEARING DIFFICULTIES AID	GALLSTONES	REPRODUCTIVE SYSTEM PROBLEMS
EYE PROBLEMS	OTHER	VENEREAL DISEASES
INFECTIONS	DIABETES MELLITUS	OTHER ILLNESSES, INJURIES
GLAUCOMA	KIDNEY AND URINARY TRACT PROBLEMS	PRESENT PHYSICAL COMPLAINTS, IMPAIRMENTS OR DISABILITIES
CATARACTS	BLOOD IN URINE	RECEIVING DISAB VET COMP. PERCENTAGE _____ (GIVE REASON BELOW)
OPERATIONS	KIDNEY STONES	DISQUALIFIED FOR DUTY IN (OR DISCHARGED FROM) ARMED SERVICES FOR MEDICAL REASONS
OTHER	INFECTIONS	EVER FILED COMPENSATION CLAIM OR RECEIVED BENEFITS AS RESULT OF INDUSTRIAL INJURY OR DISEASE
GLASSES CONTACT LENSES	OPERATIONS	EVER AN INPATIENT OR OUTPATIENT IN A HOSPITAL OR CLINIC
HEART TROUBLE	OTHER	PRESENT MEDICATION
CHEST PAIN OR PRESSURE	BONE AND JOINT PROBLEMS	
SHORTNESS OF BREATH	INJURIES/FRACTURES	
OTHER	OPERATIONS	
HIGH BLOOD PRESSURE	PAINS	
VARICOSE VEINS	INFECTIONS	
ARTHRITIS	SWELLING	
GOUT	DEFORMITIES	

PROVIDE DETAILS OF ALL POSITIVE ANSWERS HERE:

I HEREBY DECLARE, UNDER THE PENALTIES OF PERJURY, THAT THE ANSWERS TO THE ABOVE QUESTIONS ARE TRUE

SIGNATURE

DATE

BLOOD PRESSURE (HIGHEST)

RESULTS OF MEDICAL EXAMINATION

INSTRUCTIONS

- PLEASE: - USE NO. 2 PENCIL.
- FILL IN APPROPRIATE CIRCLES COMPLETELY.
- CONFINE WRITTEN NOTATIONS TO AREAS DESIGNATED.
- MAKE NO STRAY MARKS.

BLOOD PRESSURE (HIGHEST)	
SYSTOLIC	DIASTOLIC
0 (0) 0	0 (0) 0
1 (1) 1	1 (1) 1
2 (2) 2	2 (2) 2
3 (3) 3	3 (3) 3
4 (4) 4	4 (4) 4
5 (5) 5	5 (5) 5
6 (6) 6	6 (6) 6
7 (7) 7	7 (7) 7
8 (8) 8	8 (8) 8
9 (9) 9	9 (9) 9

TEMPERATURE: ☐ NORMAL ☐ ABNORMAL

PULSE: ☐ NORMAL ☐ ABNORMAL

HEARING: ☐ NORMAL ☐ ABNORMAL

COLOR VISION: ☐ NORMAL ☐ ABNORMAL

HEIGHT FT INCHES	WEIGHT (POUNDS)	TODAY'S DATE			
		MON	DAY	YEAR	
4 (0) 0	0 (0) 0	0 (0) 0	0 (0) 0	0 (0) 0	
5 (1) 1	1 (1) 1	1 (1) 1	1 (1) 1	1 (1) 1	
6 (2) 2	2 (2) 2	2 (2) 2	2 (2) 2	2 (2) 2	
7 (3) 3	3 (3) 3	3 (3) 3	3 (3) 3	3 (3) 3	
8 (4) 4	4 (4) 4	4 (4) 4	4 (4) 4	4 (4) 4	
9 (5) 5	5 (5) 5	5 (5) 5	5 (5) 5	5 (5) 5	
10 (6) 6	6 (6) 6	6 (6) 6	6 (6) 6	6 (6) 6	
11 (7) 7	7 (7) 7	7 (7) 7	7 (7) 7	7 (7) 7	
12 (8) 8	8 (8) 8	8 (8) 8	8 (8) 8	8 (8) 8	
13 (9) 9	9 (9) 9	9 (9) 9	9 (9) 9	9 (9) 9	

VISION: 20-

UNCORRECTED		CORRECTED	
NEAR	DISTANT	NEAR	DISTANT
10 (10) 10	10 (10) 10	10 (10) 10	10 (10) 10
20 (20) 20	20 (20) 20	20 (20) 20	20 (20) 20
30 (30) 30	30 (30) 30	30 (30) 30	30 (30) 30
40 (40) 40	40 (40) 40	40 (40) 40	40 (40) 40
50 (50) 50	50 (50) 50	50 (50) 50	50 (50) 50
60 (60) 60	60 (60) 60	60 (60) 60	60 (60) 60
80 (80) 80	80 (80) 80	80 (80) 80	80 (80) 80
100 (100) 100	100 (100) 100	100 (100) 100	100 (100) 100
200 (200) 200	200 (200) 200	200 (200) 200	200 (200) 200
300 (300) 300	300 (300) 300	300 (300) 300	300 (300) 300
400 (400) 400	400 (400) 400	400 (400) 400	400 (400) 400

LABORATORY/X-RAY

CHEM-20 ☐ NORMAL ☐ ABN

CBC ☐ ☐

URINALYSIS ☐ ☐

SEROLOGY ☐ ☐

CHEST X-RAY ☐ ☐

ECG ☐ ☐

DRUG SCREENING ☐ POS ☐ NEG

TUBERCULIN ☐ POS ☐ NEG

ANTHROPOMETRIC EXAMINATION (IF ADMINISTERED)

☐ MEETS STANDARDS

☐ DOES NOT MEET STANDARDS

FINDING - AS A RESULT OF THIS EXAMINATION FOR A PUBLIC SAFETY POSITION, THIS APPLICANT:

DATE OF FOLLOW UP FINDING (WITH PHYSICIAN'S INITIALS)

☐ MEETS THE MCJIC GUIDELINES

☐ DOES NOT MEET MCJIC GUIDELINES

☐ DOES NOT MEET MCJIC GUIDELINES ON DAY OF EXAMINATION BUT REMAINS UNDER REVIEW

PHYSICIAN'S CONCISE SUMMARY (REMARKS, OTHER BLOOD PRESSURE READINGS, IF TAKEN, DIAGNOSIS):

AREA EXAMINED	
HEAD AND NECK	( )
MOUTH AND THROAT	( )
NOSE AND SINUSES	( )
EARS	( )
EYES (INCL FUNDUSCOPIC)	( )
LYMPH NODES	( )
THYROID GLANDS	( )
OTHER	( )
CHEST	( )
CHEST WALL	( )
BREASTS	( )
LUNGS	( )
HEART	( )
OTHER	( )
ABDOMEN	( )
ABDOMINAL WALL	( )
LIVER	( )
SPLEEN	( )
KIDNEYS	( )
G I TRACT	( )
OTHER	( )
ANAL - RECTUM	( )
INGUINAL - FEMORAL	( )
LYMPH NODES	( )
GENITALIA	( )
MUSCULO - SKELETAL SYST.	( )
SPINE/PELVIS	( )
UPPER EXTREMITIES	( )
LOWER EXTREMITIES	( )
OTHER	( )
SKIN	( )
PERIPHERAL VASCULAR SYS	( )
NEUROLOGIC EXAMINATION	( )
EMOTIONAL STATUS	( )
OTHER	( )
ALL AREAS ABOVE ARE WITHIN NORMAL LIMITS	

ALL INFORMATION ON THIS FORM IS FOR CONFIDENTIAL USE ONLY

EXAMINATION COMPLETED ON BEHALF OF (CITY, TOWN OR MCJIC) NAME OF PHYSICIAN (PLEASE PRINT):

PHYSICIAN'S SIGNATURE DATE



---

# Appendix 6



## Attachment To Report of Medical Condition

Name of Candidate: \_\_\_\_\_  
(Last) (First) (MI)

- |    | YES | NO  |   |
|----|-----|-----|---|
| 1. | [ ] | [ ] | Is candidate qualified for strenuous physical activity involving aerobic capacity, muscular endurance, strength, flexibility and agility?   |
| 2. | [ ] | [ ] | Does candidate have any defects restricting or prohibiting participation in defensive tactics or the practical use of firearms?   |
| 3. | [ ] | [ ] | Are the results of the following laboratory tests of the candidate with normal limits?  |
|    | [ ] | [ ] | Blood Chemistry (CHEM-20 or equivalent)   |
|    | [ ] | [ ] | Complete Blood Count (CBC)  |
|    | [ ] | [ ] | Complete Urinalysis (Not Dipstick)  |
|    | [ ] | [ ] | Serology (RPR or equivalent)  |
|    | [ ] | [ ] | Tuberculosis (Mantoux)  |
|    | [ ] | [ ] | Chest X-Ray (CXR)   |
|    | [ ] | [ ] | Electrocardiogram (ECG) (Resting)   |
|    | [ ] | [ ] | Drug Screen (THC and Cocaine Metabolite)  |
| 4. | [ ] | [ ] | If the answer to Question 1 in "NO" and/or 2 is "YES" and/or the results of any laboratory test(s) listed in Question 3 is not within normal limits but is of no clinical significance, please explain: |
| 5. | [ ] | [ ] | Does the candidate have Hypertension (Preponderant systolic   |

6.     [   ]           [   ]

If the candidate has hypertension, is condition controlled through medication?

Indicate the Type of Medication:

[   ]           [   ]

Potassium-Sparing Diuretic

[   ]           [   ]

ACE-Inhibitor

[   ]           [   ]

Beta-1 Selective Blocker

[   ]           [   ]

Other (specify)

In borderline cases of hypertension, the candidate must be examined on three (3) separate occasions by a medical professional (MD, RN, LPN, EMT). On each occasion, five blood pressure readings will be taken on each arm in sitting and reclining positions. If fifty percent (50%) or more of the readings are 140/90 or below, then the condition is non-disqualifying.

**Additional Observations:**

**Signature of Examining Physician:**

\_\_\_\_\_

**Please Print or Type:**

**Physician Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Appendix 7



## Statement of Compliance

---

I, \_\_\_\_\_, have read the Student Rules and Regulations for  
(Print Name of Student Officer)

Police Academies, as set forth by the Massachusetts Criminal Justice Training Council and agree to  
abide by them.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student Officer

Employing Agency: \_\_\_\_\_ Agency Code: \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature  
Chief Executive Officer

This form must be completed and submitted not less than ten (10) working days prior to the  
prescreening date for the academy session for which the student officer is being enrolled as  
follows:

Original	-	Prescreening Coordinator, MCJTC
Copy	-	Academy Director
Copy	-	Employing Agency Personnel File





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# Appendix 8



**To:** Candidate \_\_\_\_\_

**From:** Director of Physical Fitness and Health Maintenance

**Date:** \_\_\_\_\_

**Subject:** Deferral for Non-Conformance with Medical Guidelines

We regret to inform you that you have been determined to be in non-conformity with the Medical Guidelines for admission to basic police and county corrections recruit academies as established by the Massachusetts Criminal Justice Training Council pursuant to MGL Chapter 6, Section 118. You are therefore deferred from enrollment in the \_\_\_\_\_ Academy.

Your medical examination report and/or academy prescreening indicated the following:

This condition, which is potentially disqualifying, will be referred to the Council Medical Review Board (MRB) for consideration on \_\_\_\_\_.  
You may appear before the board to present medical information relating to the condition.

The MRB will consider any medical evidence relating to your deferral in its possession at that time. If you wish to present such additional medical information, please submit documentation of that information to the MRB to the address below no later than forty-eight (48) hours prior to the MRB meeting on the above date.

Massachusetts Criminal Justice Training Council  
Metro Boston Complex  
1155 Central Avenue, Needham, MA 02192

You will be notified in writing of the Medical Review Board decision.

January 1961 - 1962

1961 - 1962

1962 - 1963

1963 - 1964

1964 - 1965

1965 - 1966



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# Appendix 9



# PHYSICAL FITNESS TEST BATTERY

## Minimum Scores for Admission to Police Academies

### AGE/SEX

### TEST

	%FAT	SIT-UP	FLEX	BENCH	AGILITY	1.5 MI RUN
<b>MALE</b>						
20-29	20.4	38	16.5	.99	18.6	12:51
30-39	23.5	35	15.5	.88	18.6	13:36
40-49	25.5	29	14.3	.80	18.6	14:29
50-59	27.1	24	13.3	.71	18.6	15:26
<b>FEMALE</b>						
20-29	27.7	32	19.3	.59	23.3	15:26
30-39	28.9	25	18.3	.53	23.3	15:57
40-49	32.1	20	17.3	.50	23.3	16:58
50-59	35.6	14	16.8	.44	23.3	17:54

### TESTS:

<b>%FAT</b>	BODY COMPOSITION - Percentage of body fat measured using anthropometric (skinfold caliper) protocol. <b>The score is in a fat percentage.</b> (NOTE: Standard caliper protocol error rates (3% Male, 4% Female) are included in the scores.)
<b>SIT-UP</b>	MUSCULAR ENDURANCE - The score is the number of bent-leg sit-ups performed in one minute.
<b>FLEX</b>	FLEXIBILITY - The "sit-and-reach" test measures the flexibility of the lower back and hamstrings. The test involves stretching out to touch the toes and beyond with extended arms from the sitting position. <b>The score is in inches reached in a yardstick with the 15 inch mark being at the toes.</b>
<b>BENCH</b>	ABSOLUTE STRENGTH - One (1) repetition maximum bench press press using Dynamic Variable Resistance (DVR) protocol. <b>The score is a ratio of weight pressed divided by body weight.</b>
<b>AGILITY</b>	AGILITY - Illinois Agility Run (timed run). <b>The score is in seconds.</b>
<b>1.5 MI RUN</b>	CARDIOVASCULAR CAPACITY - 1.5 mile run. <b>The score is in minutes : seconds.</b>

# PHYSICAL FITNESS TEST BATTERY

## Minimum Scores for Graduation from Police Academies

<u>AGE/SEX</u>	<u>TEST</u>					
	%FAT	SIT-UP	FLEX	BENCH	AGILITY	1.5 MI RUN
<b>MALE</b>						
20-29	18.9	40	17.5	1.06	18.2	12:18
30-39	22.0	36	16.5	.93	18.2	12:51
40-49	24.1	31	15.3	.84	18.2	13:53
50-59	25.7	26	14.5	.75	18.2	14:55
<b>FEMALE</b>						
20-29	26.1	34	20.0	.65	22.4	14:55
30-39	27.1	27	19.0	.57	22.4	15:26
40-49	30.4	22	18.0	.52	22.4	16:27
50-59	34.1	17	17.9	.46	22.4	17:24

### TESTS:

<b>%FAT</b>	BODY COMPOSITION - Percentage of body fat measured using anthropometric (skinfold caliper) protocol. <b>The score is in a fat percentage.</b> (NOTE: Standard caliper protocol error rates (3% Male, 4% Female) are included in the scores.)
<b>SIT-UP</b>	MUSCULAR ENDURANCE - <b>The score is the number of bent-leg sit-ups performed in one minute.</b>
<b>FLEX</b>	FLEXIBILITY - The "sit-and-reach" test measures the flexibility of the lower back and hamstrings. The test involves stretching out to touch the toes and beyond with extended arms from the sitting position. <b>The score is in inches reached in a yardstick with the 15" mark being at the toes.</b>
<b>BENCH</b>	ABSOLUTE STRENGTH - One (1) repetition maximum bench press using Dynamic Variable Resistance (DVR) protocol. <b>The score is a ratio of weight pressed divided by body weight.</b>
<b>AGILITY</b>	AGILITY - Illinois Agility Run (timed run). <b>The score is in seconds.</b>
<b>1.5 MI RUN</b>	CARDIOVASCULAR CAPACITY - 1.5 mile run. <b>The score is in minutes : seconds.</b>



## HOW TO PREPARE FOR THE TESTS

The following guidelines are presented based on a twelve (12) week period preceding prescreening.

- Preparing for the **BODY COMPOSITION** test:

There are two aspects to preparing for the BODY COMPOSITION test if you are concerned about your ability to meet or exceed the minimum scores.

- First, you need to reduce your current caloric intake by approximately 500 calories per day.
- Second, you need to follow the exercise regimen outlined below. Between the dietary and exercise efforts, a reasonable and safe fat loss can occur. **WARNING: Do not attempt a "crash" diet or restrict fluid intake prior to prescreening. These methods of weight reduction do not result in a reduction of body fat and may place your health at risk.**

- Preparing for the **MUSCULAR ENDURANCE** test:

The progressive routine is to do as many bent-leg sit-ups (hands behind the head with someone holding your feet) as possible in one minute. At least three (3) times per week do three (3) sets (three (3) groups of the number of repetitions you did in one (1) minute).

- Preparing for the **FLEXIBILITY** test:

Performing sitting types of stretching exercises daily will increase this area. There are two recommended exercises:

- **Sit-and-Reach** - Do five (5) repetitions of the exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes while keeping the legs straight. Hold for ten (10) seconds.
- **Towel Stretch** - Sit on the ground with the legs straight. Wrap a towel around the feet holding the ends with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.
- Preparing for the **ABSOLUTE STRENGTH** test:
  - If you have access to weights, determine the maximum weight that you can bench press one time. Take 60% of that poundage. This will be your training weight. You should be able to do 8-10 repetitions of that training weight. Do three (3) sets of 8-10 repetitions adding 2 1/2 - 5 pounds every week.

If you do not have access to weights, then the push-up exercise can be used. Determine how many push-ups you can do in one minute. At least three (3) times per week do three (3) sets of the amount you can do in one minute.

- Preparing for the **AGILITY** test:

Activities such as basketball and racquetball simulate the types of short sprint, directional change and slaloming skills required for this test.

- Preparing for the **CARDIOVASCULAR CAPACITY** test:

Below is a gradual schedule that would enable you to perform a maximum effort for the 1.5 mile run. If you can advance the schedule on a weekly basis, then proceed to the next level. If you can do the distance in less time, then that is encouraged.

WEEK	ACTIVITY	DISTANCE (Miles)	TIME (Minutes)	FREQUENCY (/Week)
1	Walk	1	17-20	5
2	Walk	1.5	25-29	5
3	Walk	2	32-35	5
4	Walk	2	28-30	5
5	Walk/Jog	2	27	5
6	Walk/Jog	2	26	5
7	Walk/Jog	2	25	5
8	Walk/Jog	2	24	4
9	Jog	2	23	4
10	Jog	2	22	4
11	Jog	2	21	4
12	Jog	2	20	4

---

# Appendix 10



[illegible]

**Sex:**    ☐ M       ☐ F                      **SSAN:** \_\_\_\_\_

Agency Type:        ☐ Police                    ☐ Sheriff                    ☐ Other

**Academy Director:** \_\_\_\_\_

Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ BP: \_\_\_\_\_

Test	Standard	Actual	P/F	IAR % ILE
%Fat				
Bench	(____lbs)	(____lbs)		
Sit-up				
Flex				
Agility				
1.5 MI Run				

Type: \_\_\_\_\_  
(Number, if applicable)

6-5





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# Appendix 11



**Notification of Failure to Meet Minimum Physical Fitness  
Requirements for Admission to Police Academy Session**

---

Name: \_\_\_\_\_ SSAN: \_\_\_\_\_

Employing Agency: \_\_\_\_\_

Agency Code: \_\_\_\_\_ Contact: \_\_\_\_\_

Academy: \_\_\_\_\_ Start Date: \_\_\_\_\_

Your enrollment in the above-referenced academy session has been denied for failure to meet the minimum physical fitness requirements for admission.

The physical fitness test(s) in which you failed to attain minimum passing score and the minimum score for your age and sex.

Test	Your Score	Minimum Score
Body Composition (Anthropometric Test)	_____	_____
Muscular Endurance (One-minute sit-up)	_____	_____
Flexibility (Sit and Reach)	_____	_____
Absolute Strength (DVR Bench Press)	_____	_____
Agility (Illinois Agility Run)	_____	_____
Cardiovascular Capacity (1.5 Mile Run)	_____	_____

You are eligible to apply for enrollment in a future academy session subject to appropriate selection procedures (from an Eligible List if the employing agency is subject to the provisions of MGL Chapter 41, Section 96B. At that time you will be scheduled for another prescreening session.

cc: Appointing Authority/Employing Agency  
DPA Bureau of Local Government Services





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# Appendix 12

61 - Persy's A.

# UNIFORM AND EQUIPMENT ITEMS AND TYPES

UNIFORM/EQUIPMENT ITEM	SUMMER 4/15- 10/15	WINTER 10/15- 4/15	FOR WEEK
Ammunition	x	x	TBA
Sidearm			
900 Rounds Semi-Wad			
600 Rounds Service			
Shotgun			
25 Rounds Rifle Slug			
25 Rounds 00			
Ammunition Pouch, Service *	x	x	TBA
Baton, Service	x	x	TBA
Belt, Garrison, Black 2"-2.5"	x	x	1
v/ Silver Buckle			
Belt, Uniform, Department	x	x	TBA
Boots, Black, High-lace,	x	x	1
Military, (No Zippers)			
Bra, Jogging (Females)	x	x	1
Cap, Baseball-Type, MCJTC	x	x	Academy Issue
Cap, Knit, Watch, Black,		x	1
No Markings			
Cap, Service, Department	x	x	TBA
Coat, Rain, Department	x	x	1
Dictionary, Pocket, Small	x	x	1
Gloves, Black, Leather		x	1
Handcuffs, w/ Keys, Department	x	x	TBA
Helmet, Riot, Department	x	x	TBA
Holster, Service, Department	x	x	TBA
Insignia, Patch, Department (4)	x	x	1
Insignia, Patch, MCJTC (4)	x	x	Academy Issue
Jacket, Patrol, Department	x	x	1
Lock, Padlock (2), w/keys (2)	x	x	1
Mask, Gas, Department	x	x	TBA
Mask, CPR, w/ One-Way Valve and	x	x	TBA
Reusable Case			
PT Shorts, Gray	x	x	1
PT Sweatpants, Gray	x	x	1
PT Sweatshirt, Gray	x	x	1
Shirt, Khaki, Short Sleeve (4)	x		1
Shirt, Khaki, Long Sleeve (4)		x	1
Shirt, - T, White (5)	x	x	1
Shoes, Aerobic	x	x	1
Shoes, Running	x	x	1

UNIFORM/EQUIPMENT ITEM	SUMMER 4/15- 10/15	WINTER 10/15- 4/15	FOR WEEK
Shoes, Shower	x	x	1
Shotgun, Department **	x	x	TBA
Sidearm, Department **	x	x	TBA
Socks, White (4 Pair)	x	x	x
Supporter, Athletic (Males)	x	x	1
Swimsuit, Black, One-Piece, (Females)	x	x	1
Swimsuit, Black, (Males)	x	x	1
Tie, Black, Four-in-Hand		x	1
Clip-on, w/ Department Clasp			
Toilet Articles	x	x	1
Towel (2)	x	x	1
Trousers, Khaki (2)	x	x	1
Vehicle, Patrol, Department	x	x	TBA
Uniform, Full Dress, Department	x	x	x

\* Student Officers using "speed-loaders" will be required to present a letter of authorization from the Chief Executive Officer of his/her employing agency to the Academy Director prior to use of that item of equipment on the range.

\*\* The following is required prior to the Student Officer transporting weapons to and from the academy and firing range:

- A valid License to Carry Firearms; or
- A letter from the Chief of Police of the Student Officer's Department's Jurisdiction.

**NOTE:** The Academy Director may amend these uniform/equipment requirements. Any such amendments will be announced at the Prescreening for the Academy session.

---

# Appendix 13





## Illness/Injury Report

Name: \_\_\_\_\_ SSAN: \_\_\_\_\_

Academy: \_\_\_\_\_ Academy Director: \_\_\_\_\_

### To the Student Officer:

Pursuant to Rule 3.06(3) (b) of the Student Rules and Regulations for Police Academies, you must complete this report (check those boxes that apply):

- ☐ In the event of an illness/injury resulting in an absence; or
- ☐ In the event of an illness/injury occurring at the academy, and resultant from training and/or affecting trainability; or
- ☐ At the direction of the Academy Director, Staff Instructor or Instructor.

Date(s) of Absence(s), Illness or Injury: \_\_\_\_\_

Briefly describe the nature of your illness or injury:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you seek medical treatment? ☐ YES ☐ NO

IF YES, you must attach a report form the examining physician, including diagnosis and prognosis, and any restrictions, as applicable:

Name of Physician: \_\_\_\_\_

Address/Medical Facility: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

How did this illness/injury occur (Include signs/symptoms, and what you were doing immediately preceding and at the time of the illness/injury.)?

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Treatment (Including first aid and/or medications, if any):

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This report is subject to the provisions of any and all of the following sections contained in the Student Rules and Regulations for Police Academies:

**3.03 (10)** All student Officers are required to inform their Academy Director of any change (including new medications) in their medical and/or physical fitness condition since their medical examination. (Class II Offense)

**3.03(11)** All student officers are required upon entry to report to their Academy Director if they are using any form of medication and the necessity for it. (Class II Offense)

**3.08(2)** ...All reports, whether oral or written, shall be submitted on time, and shall be truthful and complete. No student officer shall knowingly enter, or cause to be entered any inaccurate, false or improper information. (Class I Offense)

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Student Officer Signature

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Date

**Distribution:**

Original - Student Officer Academy File

Copy - Chief Executive Officer of Employing Agency

Copy - Director of Training, MCJTC

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# Appendix 14





## Separation Notice

Name: \_\_\_\_\_ SSAN: \_\_\_\_\_

Employing Agency: \_\_\_\_\_

Academy: \_\_\_\_\_ Start Date: \_\_\_\_\_

Date of Separation: \_\_\_\_\_

Type of Separation:                    ☐ Voluntary Resignation  
    ☐ Withdrawal By Employing Agency  
    ☐ Dismissal With prejudice  
    ☐ Dismissal Without Prejudice

Reason for Separation (Include Citation of applicable Section or Sub-section of Student Rules and Regulations for Police Academies 550 CMR 3.00):

**Appellate Procedures:** Section 3.10(9) of the Student Rules and Regulations for Police Academies includes the provision that:

A student officer Dismissed With Prejudice, or such a student officer jointly with his employing agency, who seeks an appeal of his disciplinary action may file a written request for such an appeal with the Director of Training of the Massachusetts Criminal Justice Training Council. Requests must be received within five (5) working days of the separation.

Appellate procedures shall be conducted in accordance with the applicable provisions of that Section and its Sub-sections.

Academy Director: \_\_\_\_\_  
    (Name)    (Signature)    (Date)

Student Officer: \_\_\_\_\_  
    (Name)    (Signature)    (Date)

cc: Chief Executive Officer, Employing Agency ,  
Director of Training, MCJTC



# Appendix 15



## Name: \_\_\_\_\_ SSAN: \_\_\_\_\_

SSAN: \_\_\_\_\_

Employing Agency: \_\_\_\_\_

Academy: \_\_\_\_\_ Start Date: \_\_\_\_\_

Date of Warning Action:: \_\_\_\_\_

Type of Warning:    [ ] Academic  
                              [ ] Disciplinary

Reason for warning action (Include citation of applicable Section or Sub-section of the Student Rules and Regulations for Police Academies):

Academy Director: \_\_\_\_\_

(Name) (Signature) (Date)

Student Officer: \_\_\_\_\_

(Name) (Signature) (Date)

cc: Chief Executive Officer, Employing Agency ,  
Director of Training, MCJTC





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# Appendix 16

Al. 28-071

## Report of Oral Warning

Name: \_\_\_\_\_ SSAN: \_\_\_\_\_

Employing Agency: \_\_\_\_\_

Academy: \_\_\_\_\_ Start Date: \_\_\_\_\_

Date of Warning Action:: \_\_\_\_\_

Reason for Oral Warning:

- ☐ Failure to Adhere to the Chain of Command  
550 CMR 3.09(3)
- ☐ Failure to Properly Maintain Training Notebook  
550 CMR 3.07(6)
- ☐ Failure to Properly Report Required Duty  
550 CMR 3.06(3) (c)
- ☐ Failure to Properly Request Work Assignment  
550 CMR 3.02(5) (c)
- ☐ Failure to Properly Complete Training Assignment  
550 CMR 3.07(5)
- ☐ Failure to Render Proper Courtesy  
550 CMR 3.09 (1)
- ☐ Failure to Report Change of Address  
550 CMR 3.06(2)
- ☐ Late to Class/Field Exercise/Formation  
550 CMR 3.06(3) (a)
- ☐ Not prepared for Inspection  
550 CMR 3.05(2)
- ☐ Off-Limits  
550 CMR 3.09(11)
- ☐ Soliciting Business Without Authority  
550 CMR 3.09(12)
- ☐ Other (specify)

Issued By: \_\_\_\_\_  
(Name) (Signature) (Date)

☐ Academy Director      ☐ Staff Instructor      ☐ Instructor

Receipt Acknowledged: \_\_\_\_\_  
(Student Officer Signature) (Date)





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# Appendix 17



## Disciplinary Structure

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### COUNSELLING

May be administered for ANY CLASS III OFFENSE at the discretion of the administering Academy Director, Staff Instructor, or Instructor.

### ORAL WARNING

Administered for ANY CLASS II OFFENSE for which the administering Academy Director, Staff Instructor, or instructor has determined that COUNSELLING WOULD BE INAPPROPRIATE.

### WRITTEN WARNING

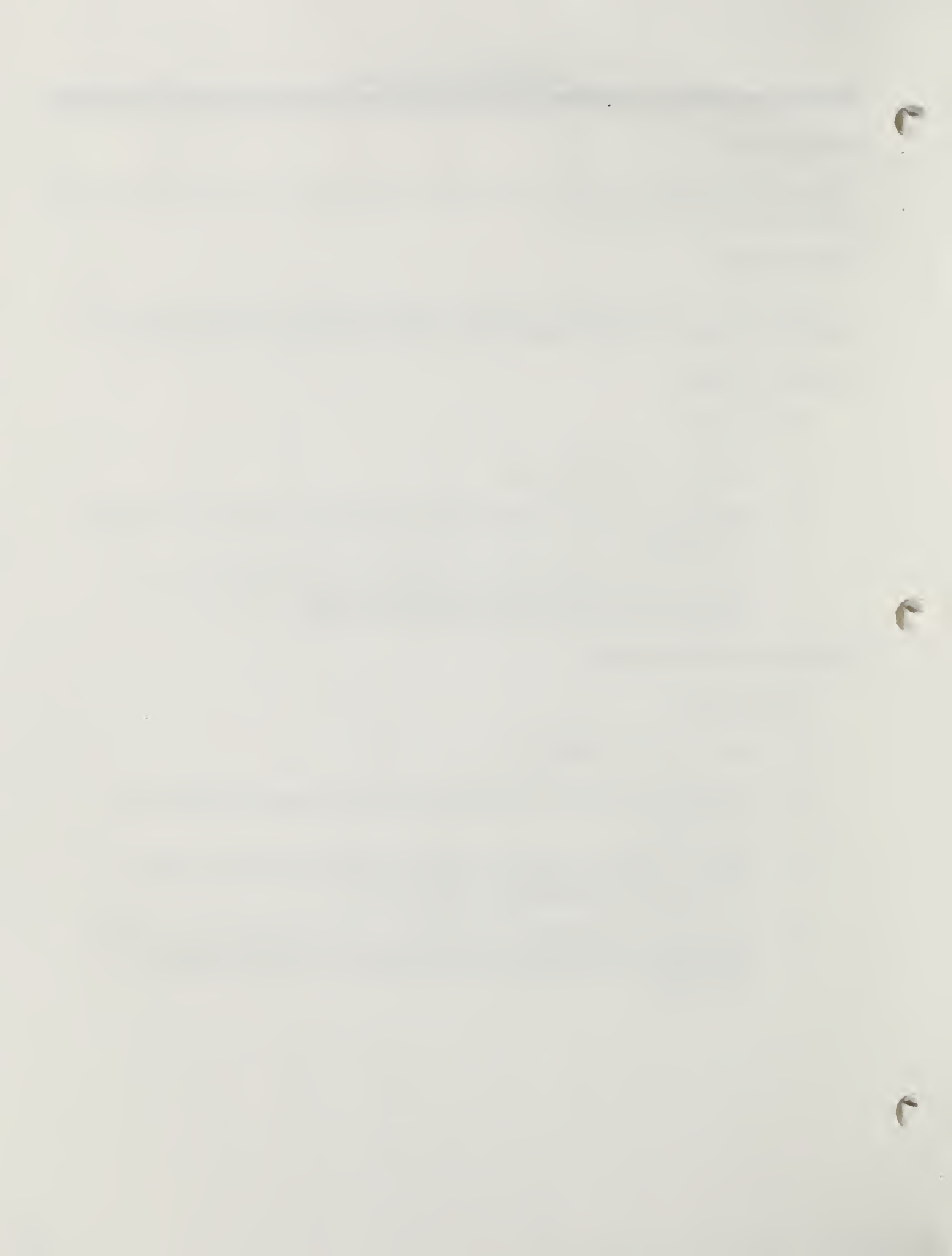
Administered for:

- a. ANY CLASS II OFFENSE; or
- b. REPEAT commission of ANY CLASS III OFFENSE prior to receiving a WRITTEN WARNING; or
- c. Commission of the THIRD of ANY COMBINATION OF THREE CLASS III OFFENSES prior to receiving a WRITTEN WARNING.

### DISMISSAL WITH PREJUDICE

Administered for:

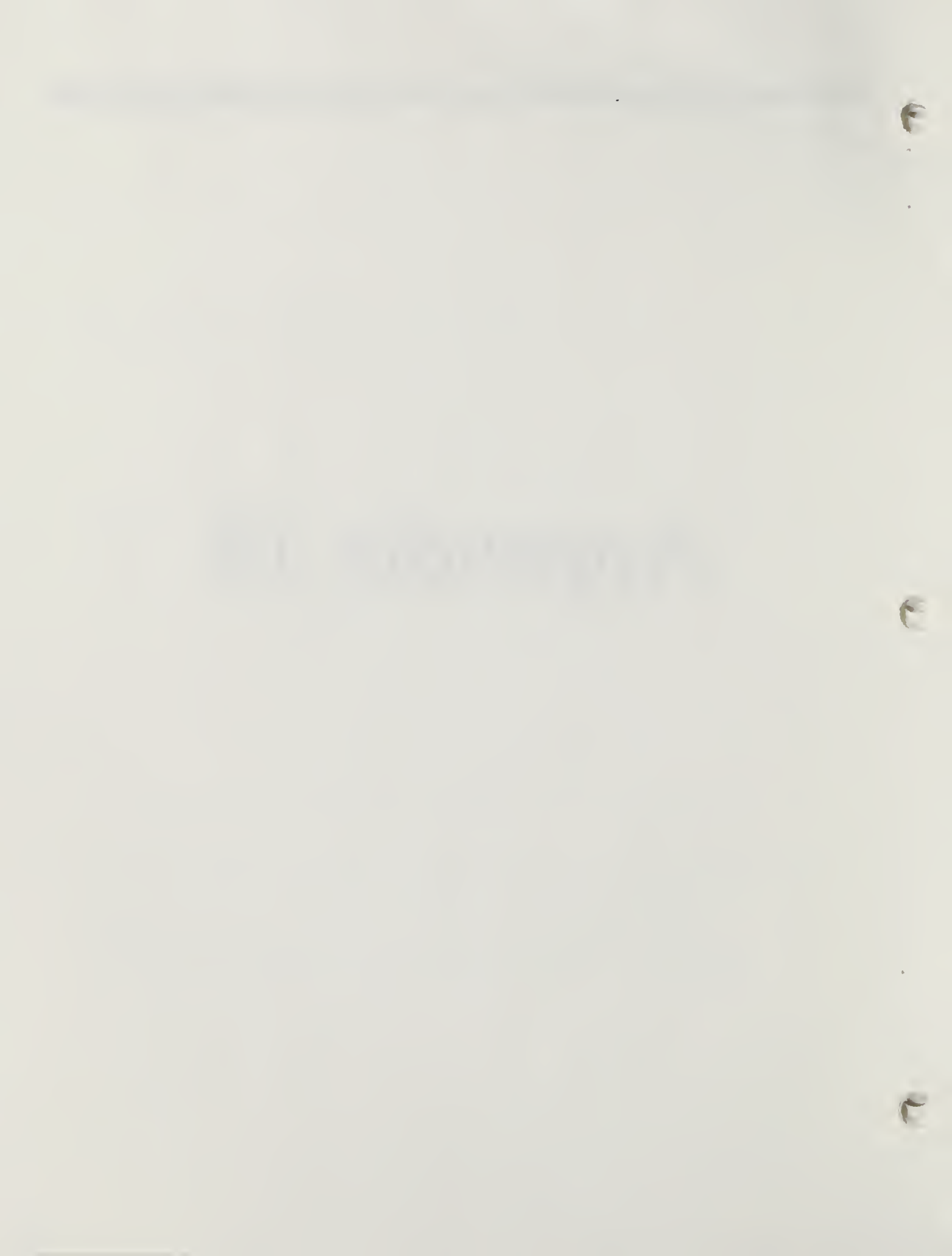
- a. ANY CLASS I OFFENSE; or
- b. Commission of ANY CLASS II OFFENSE subsequent to receiving a WRITTEN WARNING; or
- c. REPEAT commission of ANY CLASS III OFFENSE, both offenses occurring subsequent to receiving WRITTEN WARNING; or
- d. Commission of the THIRD of ANY COMBINATION OF THREE CLASS THREE OFFENSES, all three offenses occurring subsequent to receiving a WRITTEN WARNING.



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# Appendix 18





# ABSTRACT OF DELINQUENCIES

OFFENSE	550 CMR	CLASS
Bigotry	3.09(1) (a)	CLASS I
Collective Action	3.09(14)	CLASS I
Conviction of Criminal Charge	3.08(3)	CLASS I
Disregard for Safety	3.09(15)	CLASS I
Failure to Maintain Integrity	3.08(1)	CLASS I
Hazing	3.09(7)	CLASS I
Illness/Injury Resulting from Misconduct	3.06(3)(h)	CLASS I
Improper Personal Contact	3.09(8)(g)	CLASS I
Insubordination	3.09(13)	CLASS I
Misconduct (Conduct Unbecoming an Officer)	3.09(2)	CLASS I
Sexual Harassment	3.09(6)	CLASS I
Smoking of Tobacco Products	3.06(7)	CLASS I
Unauthorized Absence	3.06(3) (g)	CLASS I
Unauthorized Exercise of Police Powers	3.02(1)	CLASS I
Unauthorized Possession of Firearms	3.06(4)	CLASS I
Unauthorized Possession/UI Alcoholic Beverages	3.06(5)	CLASS I
Unauthorized Possession/UI Controlled Substances	3.06(6)	CLASS I
Failure to Properly Report Illness/Injury	3.06(3) (b)	CLASS II
Failure to Report Medical Information	3.03.(10)	CLASS II
Failure to Report Medication	3.03(11)	CLASS II
Fraternization	3.09(5)	CLASS II
Improper Duty Precedence	3.06(1)	CLASS II
Unauthorized Work Assignment(s)	3.02(5)	CLASS II
Failure to Adhere to the Chain-of-Command	3.09.3	CLASS III
Failure to Properly Maintain Training Notebook	3.07(6)	CLASS III
Failure to Properly Report Required Duty	3.06(3)(c)	CLASS III
Failure to Properly Request Work Assignment(s)	3.02(5)(c)	CLASS III
Failure to Properly Complete Training Assignment	3.07(5)	CLASS III
Failure to Render Proper Courtesy	3.09(1)	CLASS III
Failure to Report Change of Address	3.06(2)	CLASS III
Late to Class/Field Exercise/Formation	3.06(3) (a)	CLASS III
Not Prepared for Inspection	3.05(2)	CLASS III
Off-Limits	3.09(11)	CLASS III
Soliciting Business Without Authority	3.09(12)	CLASS III



# Appendix 19





## APPEAL BOARD HEARING PROCEDURE

[All individuals in attendance must sign the attendance sheet before the commencement of the Hearing.]

**CHAIR:** "The time is now \_\_\_\_\_ and the date is \_\_\_\_\_. This is a Massachusetts Criminal Justice Training Council Administrative Appeal Board Hearing. The Hearing is now open. Has everyone signed the attendance sheet?"  
[All parties, witnesses, spectators, Board members and Counsel should answer in the affirmative.]

[The Chair now introduces the Board.] "My name is \_\_\_\_\_. I am the Chief of Police of \_\_\_\_\_ / Director of \_\_\_\_\_ the Police Academy/ Representative of the Police Standards Committee of the Criminal Justice Training Council." [Chair then introduces the members of the Board and the capacity in which they are acting.] " Also sitting with the Board in a non-voting capacity is/are [Introduce the names and capacities of all others sitting with the Board members. This will usually be the Legal Counsel.]"

"This Hearing will be conducted pursuant to the State Administrative Procedures provided within the Massachusetts General Laws, Chapter 30A. In particular, this proceeding will be conducted under the Informal Rules of the Standard Adjudicatory Rules of Practice and Procedure found in the Code of Massachusetts Regulations at 801 CMR 1.02. These Rules provide that the Student Officer may be represented and may bring anyone and/or any documentation which may assist the Student Officer in the Hearing."

"Student Officer \_\_\_\_\_ has been Dismissed With Prejudice from the \_\_\_\_\_ Police Academy, a Council-approved police training school pursuant to Massachusetts General Laws, Chapter 6, Section 118, for the following cause: [Cite charge(s) and specification(s) contained in the Separation Notice executed by the Academy Director.]. Is the Student Officer represented?

**STUDENT OFFICER:** [Yes or No]

**CHAIR:** [If the Student Officer is represented, to the Representative] "Please state your name, and spell your last name."

**REPRESENTATIVE:** [States name and spells last name.]

**CHAIR:** "The members of the Appeal Board have been provided with the following documentation and this currently constitutes the Record: [Reads the document(s) and Exhibit Number(s)]. Do all of the parties have copies of these Exhibits?" [All should answer in the affirmative.]

"Would everyone who plans to testify please rise? Raise your right hand. Do you swear to tell the truth, the whole truth and nothing but the truth? [All standing persons must answer in the affirmative.] You may be seated. When first testifying, all witnesses will identify themselves, spell their last names and state at whose request they are testifying.

"Student Officer \_\_\_\_\_, you have heard the charges presented. You or your Representative may now present your testimony, any documentation currently contained in the Record or other documentation, provided that the Academy Director agrees and/or the Chair rules such documentation admissible in the case of the latter, and any other evidence that you have brought on your behalf. Any Board members and/or Legal Counsel may address questions to the Student Officer, and any witnesses during their testimony. You may proceed."

**STUDENT OFFICER [OR REPRESENTATIVE]:** [Student Officer or his/her Representative makes an opening statement. The Student Officer or his/her Representative may then call his/her first (if any) witness and/or present any documentation to the Board in support of his/her case.]

**CHAIR:** "[Academy Director], you may now cross-examine the witness."

**ACADEMY DIRECTOR:** [Cross-examines witness.]

**CHAIR:** "Student Officer \_\_\_\_\_ [or Representative], you may now re-direct."

**STUDENT OFFICER [OR REPRESENTATIVE]:** [Re-directs or declines]

**CHAIR:** "Student Officer \_\_\_\_\_ [or Representative], do you have any further witnesses or documentation that you wish to present to the Board."

[If yes, witness(es) respond to the same direct/cross-examination/redirect procedure as above.]

"Do any of the Board Members and/or Legal Counsel have any further questions for the Student Officer or his/her Witnesses?"

[If yes, Board members and/or Legal Counsel may ask any further questions of the Student Officer and/or his/her witness(es) .]

**CHAIR:** "Thank you Student Officer \_\_\_\_\_ [or Representative, [Academy Director], you or your Representative may now present any evidence that you have brought on your behalf. Any Board member and/or Counsel may address questions to any witnesses during their testimony. You may proceed."

**ACADEMY DIRECTOR [OR REPRESENTATIVE]:** [The Academy Director or his/her Representative makes an opening statement. The Academy Director or his/her Representative may then call his/her first (if any) witness, and present any documentation contained in the Record to the Board in support of his/her case, and any documentation not contained in the Record provided that there is agreement of the parties in the latter instance.]

**CHAIR:** "Student Officer [or representative] you may now cross-examine the witness."

**STUDENT OFFICER [OR REPRESENTATIVE]:** [Cross-examines the witness]

"[Academy Director or Representative], you may now re-direct."

**ACADEMY DIRECTOR [OR REPRESENTATIVE]:** [Re-directs or declines]

"[Academy Director or Representative], do you have any further witnesses or documentation that you wish to present to the Board?"

(If yes, witnesses respond to the same direct/cross-examination/  
re-direct procedure as above.)

"Do any of the Board members and/or Counsel have any further questions for the Academy Director and/or his/her witnesses?"

[If yes, Board members and/or Counsel may ask any further questions of the Academy Director and/or his/her witnesses.]

**CHAIR:** "Thank you, (Academy Director or Representative). Does any Board Member or Counsel have any final questions for anyone Who has testified?"

(If yes, Board members and/or Counsel may ask any further questions of the Academy Director, Student Officer and/or witnesses.)

**CHAIR:** "Student Officer \_\_\_\_\_ [or Representative], you may now make a closing statement."

**STUDENT OFFICER [OR REPRESENTATIVE]:** [Makes closing statement to the Board]

**CHAIR:** "[Academy Director or Representative], you may now make a closing statement to the Board."

**ACADEMY DIRECTOR [OR REPRESENTATIVE]:** [Makes closing statement to the Board]

**CHAIR:** [Thanks all parties for their time and participation] "A written decision will be rendered within thirty days. It is now [state the time]. This Hearing is closed."

[The parties leave the Hearing room and the Board members meet in closed session with Counsel to vote on a decision.]







